MySoftware Company

My PROFESSIONAL Business Cards™

For Windows™

WINDOWS™

My PROFESSIONAL Business Cards™

For Windows™

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MyProfessionalBusinessCards

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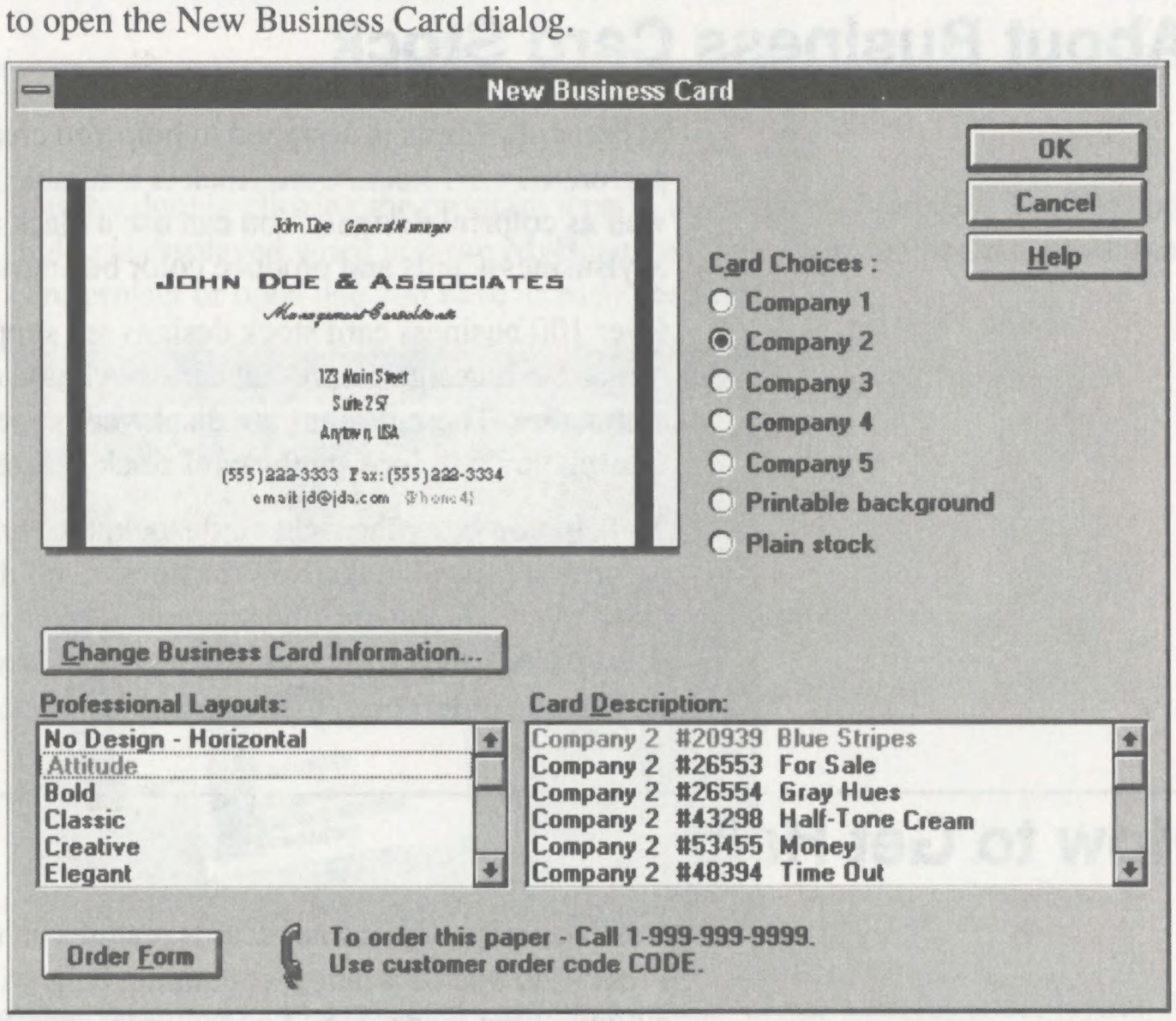
Each of the information fields holds up to 35 characters (the phone number fields hold 22). However, you can add more information in the main work window.

The information you enter here will be used in the professional layouts available in MyBusinessCards. When you select a professional layout, the information is automatically placed in the business card. Enter as much or as little of the information as you want to include on your business card. You do not need to enter any information at this time; you can return to this dialog later, if you wish.

After you have finished entering your information, click **OK** to continue. Click **Cancel** to continue without entering any information.

Step 2: Choosing a background design & professional layout

The Welcome dialog is displayed each time you run MyBusinessCards. Click **New** to open the New Business Card dialog.



This dialog allows you to select a card background design and choose a professional layout. Select a paper company name from the Card Choice list to view descriptions of cards made by that company. Click on a card name in the Card Description list box to display an example of that background.

Click on a layout name in the Professional Layout list box. The layout will be shown placed on the card background example in the dialog. The information you entered in the Business Card Information dialog will be inserted in the layout. If you did not fill in your information, dummy data will appear in the layout.

If you need to change the company information, click the **Change Business Card Information** button to reopen the Business Card Information dialog. Click **OK** to return to the New Business Card dialog.

When you are satisfied with the background design and professional layout combination, click **OK** to display the main work window. Fields that you left blank in the Business Card Information dialog will not be shown in main window.

When you run MyBusinessCards for the first time, a dialog will open asking you to register your copy of the program. If you want to register the program, click the **Register** button. A dialog will open asking you to enter your customer number. To receive your customer number, you must call 1-800-275-4971. The registration lines are open 24 hours a day, 7 days a week (except holidays). A representative will ask for your name, address and the serial number; the serial number is printed either on the label of disk 1 or on the CD case. The representative will give you a customer number to type into the dialog on the screen. Once you register, this dialog will no longer open.

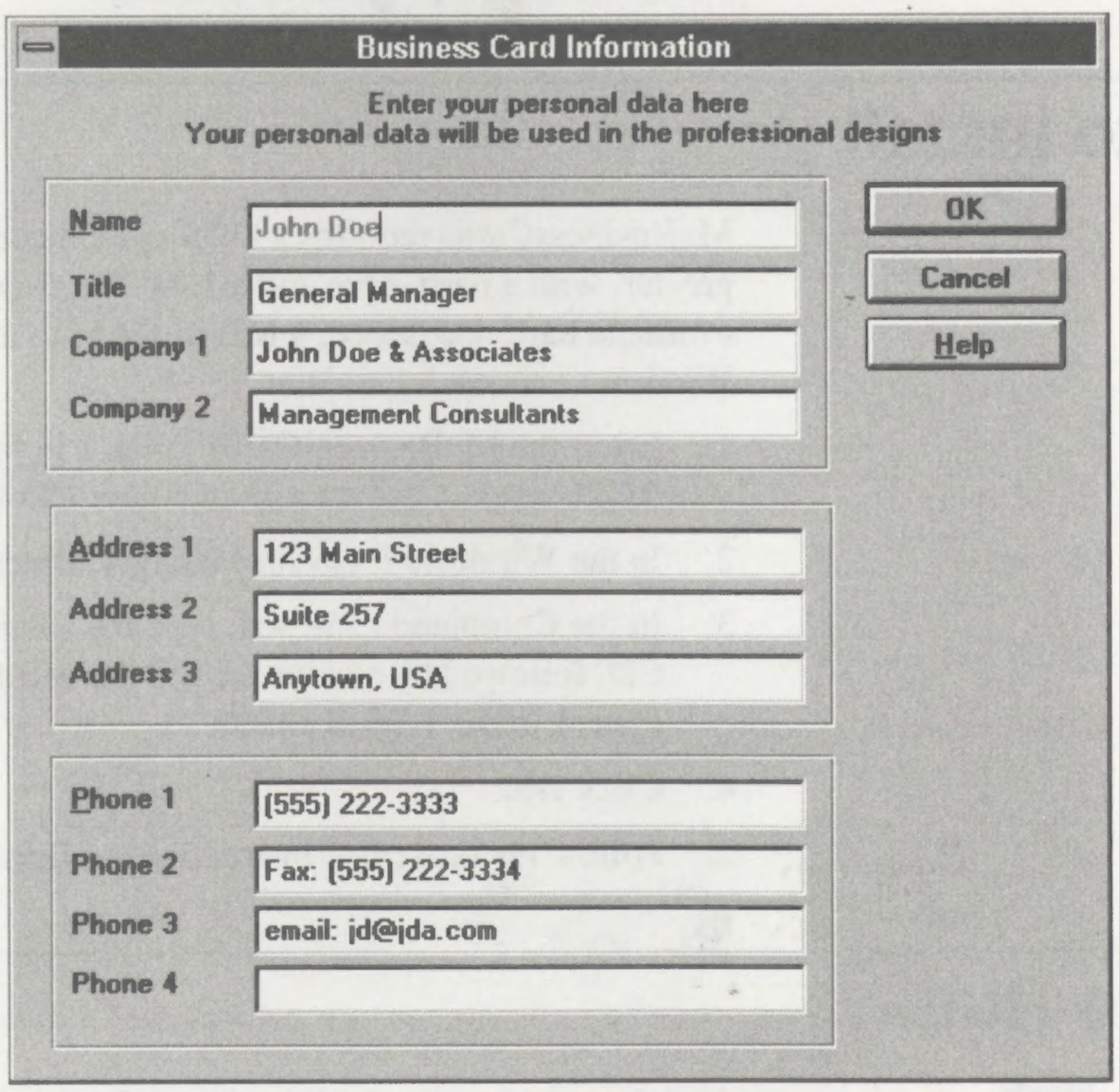
If you would like to continue the program without registering, click the **Continue** button. You can run the program up to 24 times before you are required to register. To quit without running the program, click **Exit**.

The Basics

There are three steps to printing a business card using MyBusinessCards: entering your company information, selecting a background design and professional layout, and issuing the print command.

Step 1: Entering your company information

Run MyBusinessCards by double clicking the MyBusinessCards icon. The first time you run the program, a dialog will open allowing you to enter your company information.



Getting Started

Introduction

MyBusinessCards allows you to design and print professional-looking business cards quickly and easily. You can use MyBusinessCards to design and print on multi-color pre-printed card stock, or on plain card stock. The text and graphics tools in MyBusinessCards are easy to use, and give you flexibility and control.

A "Getting Started" card is included with the package to help you get up and running quickly. We suggest reading the Getting Started card to gain an overview of the program. There is also an extensive on-line help system so that you can get help at any time in the program by pressing F1.

How to Install

MyBusinessCards requires a DOS system computer with a 386 microprocessor or greater, with a hard drive and a 1.44-MB floppy drive. It also requires 6 MB of available hard disk space, 4 MB of RAM to use all program features, and Microsoft Windows version 3.1 or later.

1. Insert the MyBusinessCards' Disk 1 in the disk drive or, if you have the CD-ROM version, put the CD into your CD-ROM drive.
2. In the Windows Program Manager, choose **Run** from the **File** menu.
3. In the Command Line box, type the letter of the drive that contains the disk or CD, followed by a colon (:) and the word SETUP (for example, if the disk is in your A drive, type **`A:SETUP`**).
4. Click **OK**.
5. Follow the on-screen instructions to finish installing MyBusinessCards.

How to Run



MyBusiness Cards

After installation is complete, the MyBusinessCards icon should be displayed in the Program Manager; double-click the mouse on this icon to start the program. The first time you run MyBusinessCards, we suggest you use the Getting Started card included with your original package.

See page 2-4 for more information about choosing a background design and professional layout.

Step 3: Printing your business card

Once you have entered your company information, selected a background design and chosen a professional layout, you are ready to print. If you have the card stock that matches the background design you selected, load it into your printer according to the printer's instructions.

Select **Print** from the **File** menu to open the Print dialog. Click **OK** to begin printing.

See page 8-1 for further printing information.

About Business Card Stock

MyBusinessCards is designed to help you create business cards to be printed on pre-perforated card stock. Card stock is available in a wide variety of plain colors, as well as colorful designs. You can use a black and white printer with MyBusinessCards and produce color business cards using pre-printed card stock.

Over 100 business card stock designs are supported in MyBusinessCards. The background designs represent card stock you can order from various paper companies. These designs are displayed on-screen allowing you to see how your information will look on the card stock before you print; the designs are not printed.

To help you order the right card stock, the style name, company name and part number are listed in the New Business Card dialog box. When you select a card stock in this dialog, the phone number to order it is displayed at the bottom of the dialog. Click the **Order** button (or select **Order Form** from the **Help** menu) to display the order form, then select the paper company name from the list.

How to Get Help

On-line Help: MyBusinessCards features an on-line, context-sensitive help system. Press F1 to open a window containing help on an item the mouse is pointing to or on a highlighted menu item. For example, open the **File** menu, highlight **Save** using the arrow keys and press F1: the Help window will open to the topic about saving files.

For a listing of Help topics, select **Contents** from the **Help** menu.

If you are not familiar with using an on-line help system in Windows, you can choose **How to Use Help** from the **Help** menu.

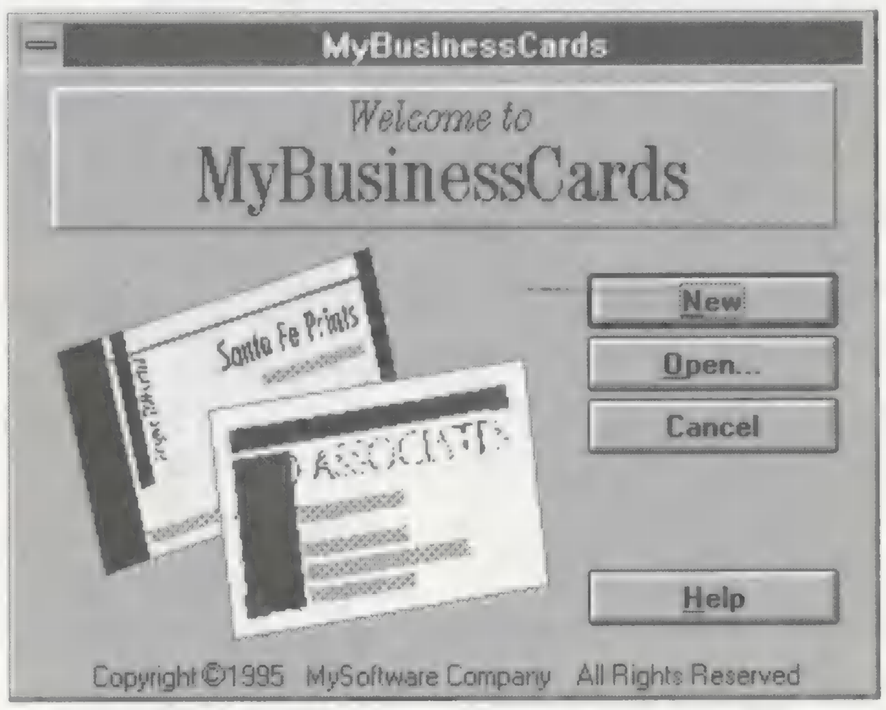
Micro-Help: In addition to detailed on-line help, MyBusinessCards also features micro-help. Highlight menu items using the arrow keys to display brief descriptions of the items in the status bar at the bottom of the window. You can also position the cursor over a button in the toolbar at the top of the work area to pop up a box containing a description of that tool.

Toggle the status bar on or off by selecting **Status Bar** from the **View** menu. Toggle mouse help on or off by selecting **Mouse Help** from the **Help** menu. You can set mouse help to default on or off in future sessions by selecting **Preferences** from the **File** menu and click the **General** tab and setting the **Mouse Help** checkbox to on or off.

Welcome to MyBusinessCards

Overview

Start by double clicking the program icon in the Program Manager. The Welcome dialog is displayed when you run MyBusinessCards. You can begin a new business card project or open one you have already designed.



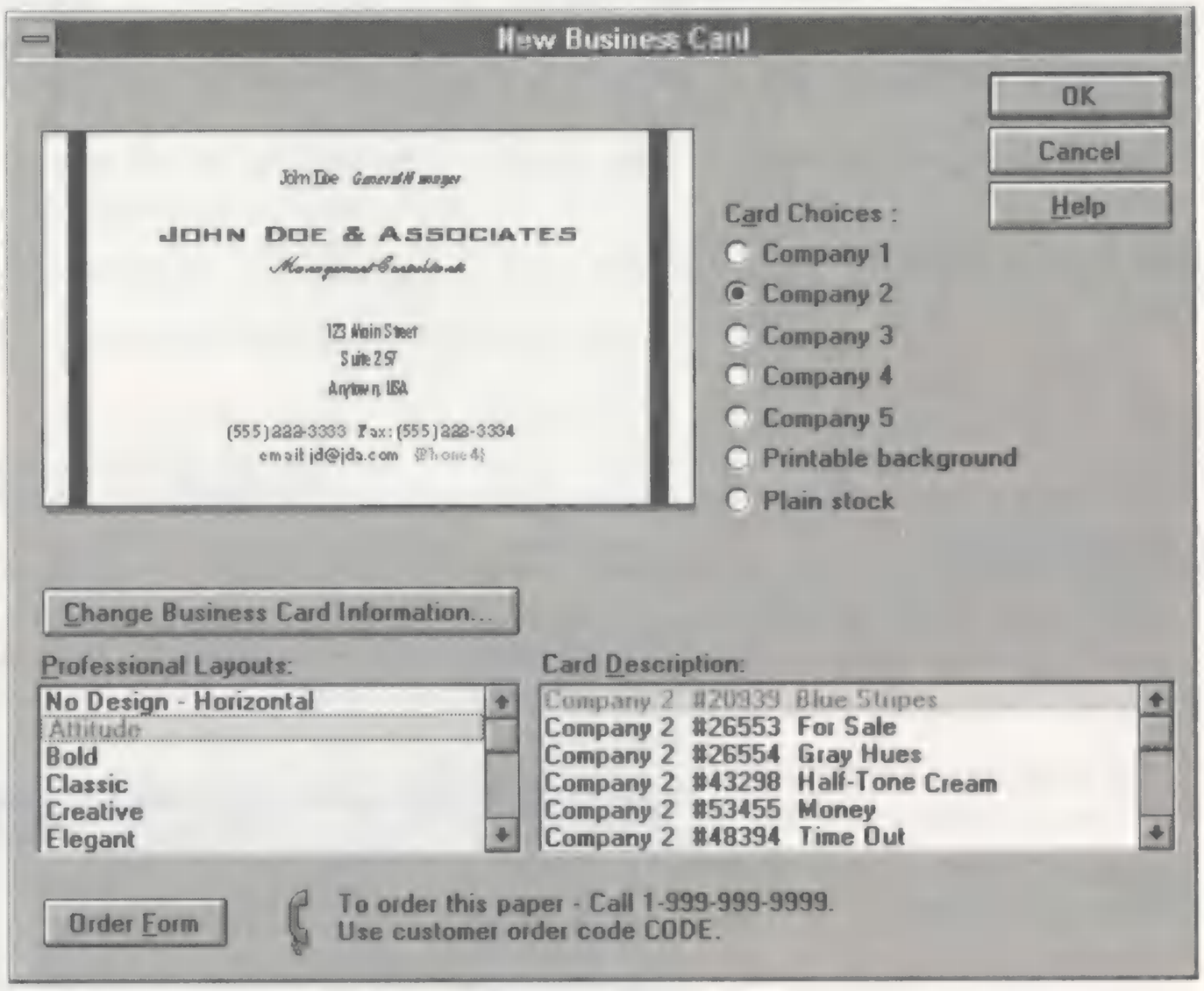
Click **New** to design a business card from scratch or use a professional layout. To print or edit a business card you have already saved, click **Open**.

Starting a business card

When you're starting a new business card, it's a good idea to take a look at what you want to accomplish and what your goal is. Then you can determine what you need to do to get there. MyBusinessCards simplifies many of the decisions and tasks involved in designing a business card.

While you may want to design your own business card, MyBusinessCards also offers a variety of professional layouts for you to use. These layouts include your company information, as well as other considerations such as type styles, fonts, line spacing, paragraph alignment and graphics placement. See "Using a professional layout" below for more information.

After you click the **New** button in the Welcome dialog or select **New** from the **File** menu, the New Business Card dialog is displayed. The company information you entered in the Business Card Information dialog is shown in the example business card.



When you start a card project, you first need to decide what kind of card stock you will use. In the New Business Card dialog, you can choose pre-printed card backgrounds from several paper companies, printable backgrounds or plain card stock. Professional layouts can be applied to any of these backgrounds.

1. In the Card Choices section you can: select a paper company name to display the pre-printed card descriptions; select "Printable background" to display the various printable background descriptions; or select "Plain stock" to use a card with no background design.

To change the background design later, see below.

2. If you have selected a paper company or "Printable background," the names of the background designs will appear in the Card Description list box. Use the scroll bar to view descriptions of the different backgrounds.

   Click a design name to select it and display a picture of it in the top left corner of the dialog.

3. One of the fastest ways to create a business card is to begin with one of the professional layouts. The first professional layout is already selected to give you an idea of how your company information will look in a business card.

   Select "No Design" to create your own business card from scratch. If you want to use a professional layout, see the instructions below.

4. Once you select your card background, you are ready to place your information on the card. Click **OK** when you are satisfied with your selections.

Now you are ready to begin designing your business card using the text and graphics tools. You can change the background at any time, even after placing text or graphics.

Using a professional layout

A professional layout contains a pre-designed card layout that you can use to create professional looking business cards quickly and easily. If you do not have very much design experience, professional layouts are a way to create a business card automatically.

Professional layouts use the information you enter in the Business Card Information dialog to create a personalized business card design. As you become more familiar with MyBusinessCards, you can modify the professional layouts to suit your needs.

1. Preview the professional layouts by selecting a design name in the Professional Layout list box in the New Business Card dialog. Your company information is inserted into the preview. Each professional layout is uniquely tailored for each background design.

   All of the information fields are shown in the preview. However, when the main window is displayed, only the fields with information are shown.

2. If you did not enter any of your company information in the Business Card Information dialog, or you want to edit it, click the **Change Business Card Information** button in the New Business Card dialog.



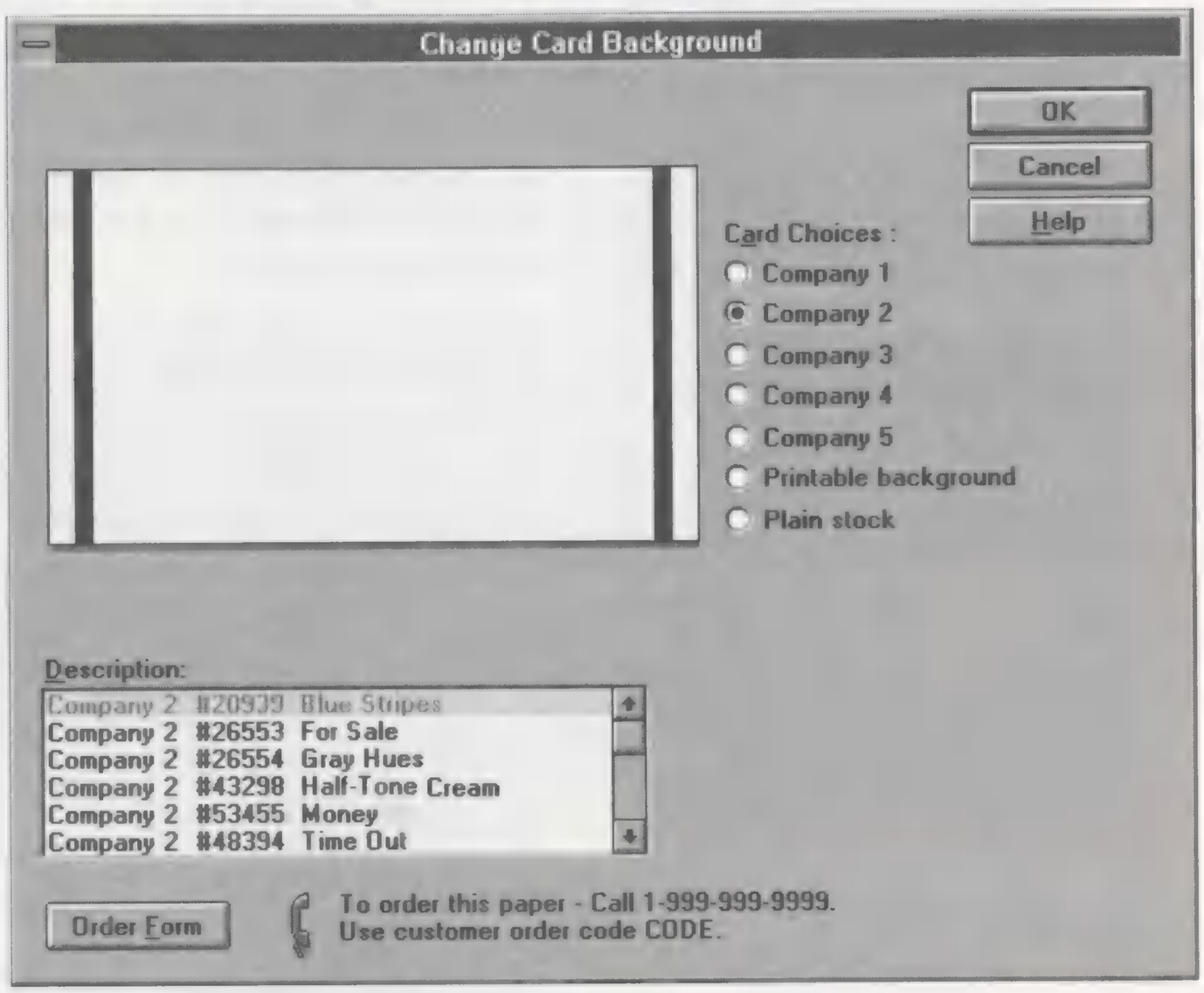
3. When you have finished entering your information, click **OK** to return to the New Business Card dialog.
4. When you have chosen a professional layout, click **OK**.

In the main window, the company information you entered is displayed on the card background with the professional layout you selected. You can edit the information, place graphics, move the text or simply print the business card the way it is.

Changing the background design

After you begin designing your business card, you may want to change the background design. When you change the background design, the text and other objects you have already placed may need some adjustment.

1. Select **Change Card Background** from the **Format** menu to open the Change Card Background dialog.



2. You can choose a new background type from Card Choices or choose a new background description. Only the background is displayed in the example; any professional layout, text frames or graphics you have added will not be shown.
3. Click **OK** to return to the main window with the new background. Click **Cancel** to return to the main window without making any changes.

To change the professional layout, you need to start a new business card. Select **New** from the **File** menu to open the New Business Card dialog. You can choose a new professional design, or edit the Business Card information from this dialog.

Naming & saving a business card

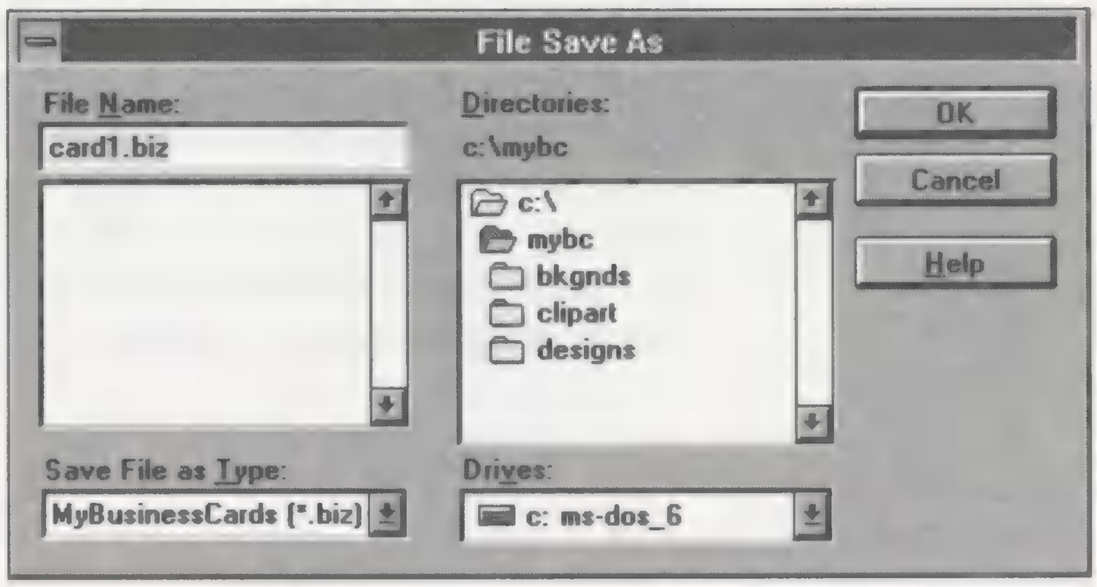
As you work in MyBusinessCards, your business card is temporarily stored in the computer's memory. To avoid losing your work when you quit the program, you should save it frequently.

We strongly recommend saving to the hard drive at least every 15 minutes. That way, if there's a power failure or computer problem, you won't lose more than 15 minutes' work. It's also a good idea to make backup copies on floppy disks by copying the business card files from your hard drive.

1. Choose the **Save** command in the **File** menu. Use this command to name and save the business card which is currently on your screen. If the file already has a

name, selecting **Save** will just save any changes that have been made since the file was last saved.

If the file has not been named, the following dialog will open:



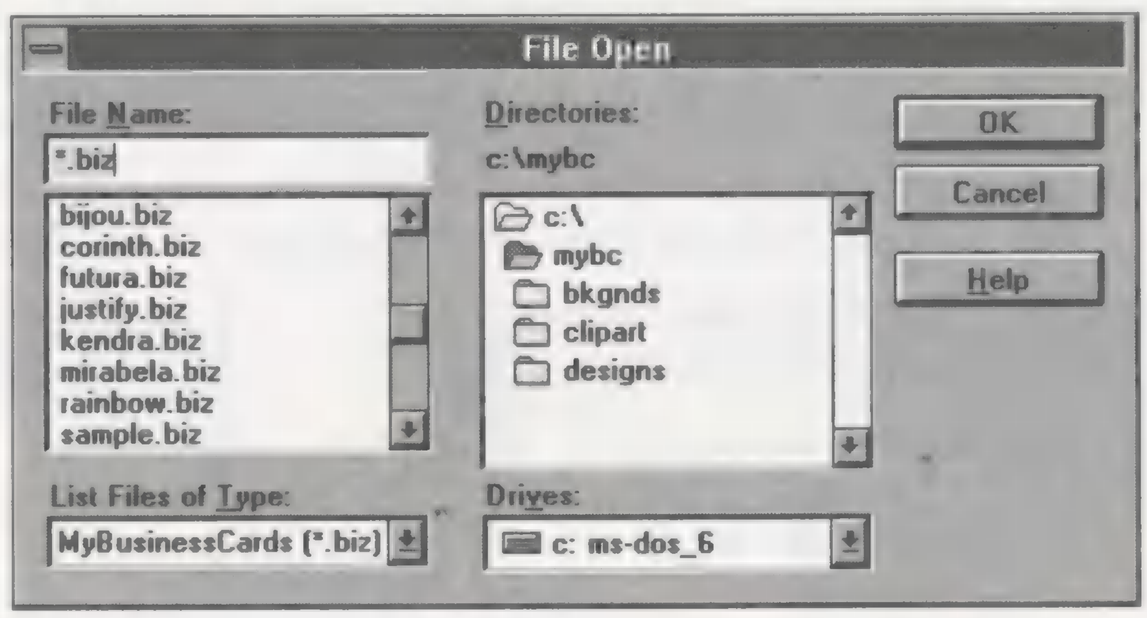
2. Type a name for the business card file.
3. Select the directory in which you want to save the file.
4. Click **OK**.

Opening a business card

Use the **Open** command in the **File** menu to open a business card you have already created. (From the Welcome dialog, click the **Open** button to select a business card file to open.)

You may have more than one business card file open at a time. If you select to open another business card file without closing the current one, both files will be open. Select which business card to work on from the bottom of the **Window** menu (see "Using the Window menu" on page 9-3 for information about managing multiple business card windows).

1. Select **Open** from the **File** menu, or click the **Open** button in the Welcome dialog.



2. Select the name of the file you want to open. Use **List Files of Type** to display files with .biz as their extension. Use **Directories** and **Drives** to change the directory where the file you want to open is located.

MyBusinessCards also keeps track of the last four files you opened. These files are listed at the end of the **File** menu. You can open one of these files by selecting it

from the menu. If you have deleted one of the files, it will stay listed until you have opened enough new files to remove it from the list.

Closing a business card

Use the **Close** command in the **File** menu to close the active window on your screen. If you have not saved and named the current file, you will be asked to do so (see also "Naming & saving a business card" on page 2-4). The **Window** menu lists all the business card files that are currently open. Select **Close All** from the **Window** menu to close all open business card files.

Setting up your workspace

Choosing the view of your business card

You may view your business card at several magnifications. As you work in MyBusinessCards, you can zoom in and out for close-up and long-range views of your business card.



You can change your view of the card two ways. You can:

- choose commands from the **Zoom** submenu in the **View** menu.
- use the buttons in the toolbar at the top of the window.

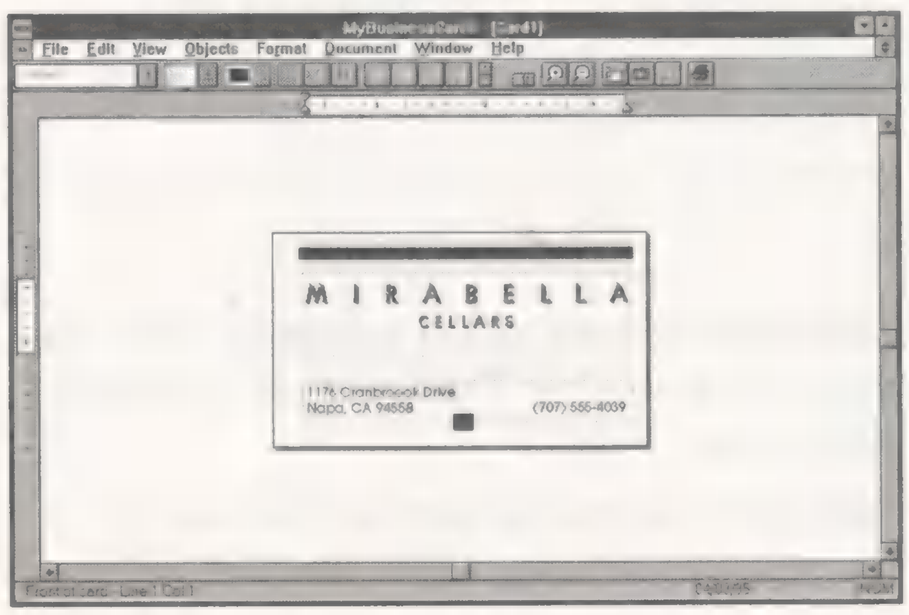
Press CTRL+A to view the card at actual size; press CTRL+Q to make the card fill the window.

The **Zoom** commands in the **View** menu center the business card in the window. MyBusinessCards has several preset display sizes. The one you choose depends on the amount of detail you need. A bullet beside the command identifies the current display size.

The **Zoom** buttons increase and decrease the view by the same preset increments that are in the **View** menu. The **Zoom** button with the plus symbol increases the viewing size of the business card; the **Zoom** button with the minus symbol decreases the viewing size.

Most of the time, the main window view is WYSIWYG (What You See Is What You Get). However, because your screen and printer have different resolutions, the printed card may look slightly different from the displayed card.

When the card is shown at a reduced view size, MyBusinessCards may make substitutions for fonts shown on screen if very small point sizes are not available.



Actual Size view

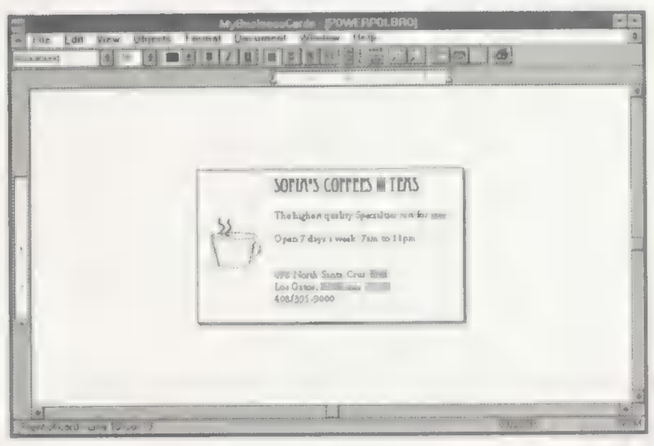


200% view

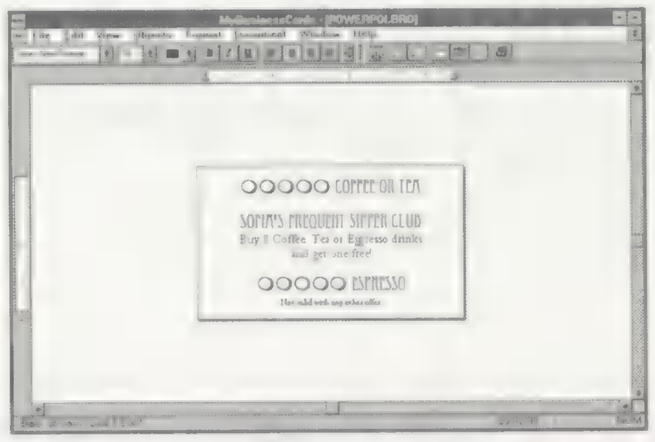
Moving between sides

You can design business cards with two sides, a front and a back. You can easily move from the front of the card to the back while you are working.

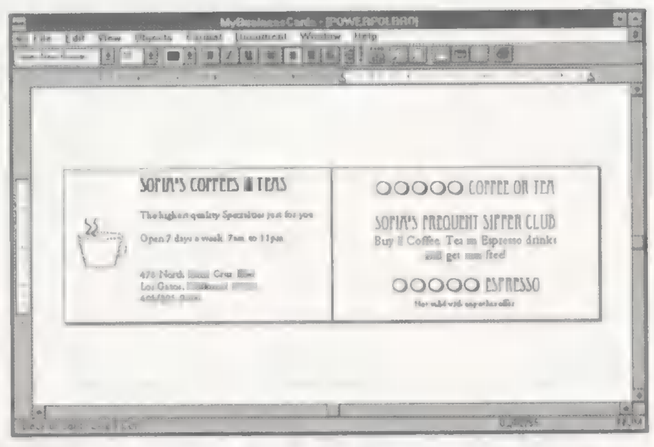
The **Card Views** commands in the **View** menu allow you to view the front of your project, the back or both sides at once.



Front



Back



Both sides

Increasing design & editing speed

As you enter text and graphics into your business card, you may notice that the scrolling and redrawing speed decreases. MyBusinessCards has a draft mode that inserts picture place holders in the business card, instead of displaying the actual graphics.

1. Select **Draft Mode** from the **View** menu. A check mark next to **Draft Mode** in the menu signals that this feature is active. Your business card must contain clipart or a picture for this command to be available.
2. Any clipart or pictures will be replaced with a rectangle with gray cross-hatching. When you print, the picture will replace the rectangle; draft mode hides the picture for display purposes only.



Draft mode on



Draft mode off

To view your pictures instead of the placeholders, select **Draft Mode** again.

Making more space

You can increase the space available within the work area by hiding the rulers, the toolbar and the status bar at the bottom of the window. The commands controlling these features are located in the **View** menu.

When you first run MyBusinessCards, the rulers, toolbar and status bar will be displayed.

✎ To hide/show the rulers:

1. Select **Horizontal Ruler** or **Vertical Ruler** from the **View** menu.
2. A check mark next to either of these options in the menu signals that the ruler is visible. No check mark means that the ruler is not displayed.



✎ To hide/show the toolbar:

1. Select **Toolbar** from the **View** menu.
2. A check mark next to **Toolbar** in the menu signals that this feature is visible. No check mark means that the toolbar is not displayed.



✎ To hide/show the status bar:

1. Select **Status bar** from the **View** menu.
2. A check mark next to **Status bar** in the menu signals that this feature is visible. No check mark means that the status bar is not displayed.



✎ To hide/show non-printing characters:

You can choose to display or hide non-printing characters such as non-printing text frame borders, carriage returns and spaces on screen as you work.



Non-printing text frames are shown as gray dashed boxes.

Spaces are shown as dots.

Carriage returns are shown as bent arrows.

1. Select **Show Controls** or **Show Text Frames** from the **View** menu.
2. A check mark next to **Show Controls** or **Show Text Frames** in the menu signals that the non-printing characters are displayed. No check mark means that the characters are not shown.

Creating & editing text

Overview

MyBusinessCards allows you to enter text quickly and easily. There are two parts to putting text on your business card: creating and working with text frames — the boxes that hold the text for your business card — and adding and editing the actual text.

Text frames are placed on every new business card, ready for you to type your information. You can add text frames, delete them, make them any size and put them anywhere on the business card. You can rotate text frames or add borders and shading to text frames.

You can type into text frames or copy and paste from the clipboard. MyBusiness Cards provides editing tools you can use to copy, move and delete text. You can also format the fonts you use. This section describes how MyBusinessCards handles text, how to enter your information and how to edit the text you enter.

Creating a text frame

A text frame is actually two objects: the text inside the frame and the frame itself. When you edit the text inside the frame, you work with letters and words, but you can move and resize the frame the same way you manipulate drawing objects.

This section covers the basic functions you need to know to use text frames. If you are using a professional layout, the text frames have been placed for you along with any information you entered into the Business Card Information dialog (see also "Using a professional layout" on page 2-3). Use the information in this section to edit the text within the frame or add more frames.

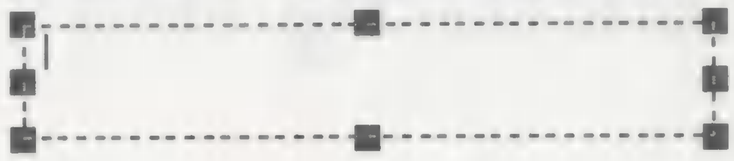
See "Using object attributes" on page 6-2 and "Graphics editing basics" on page 6-4 for more information about formatting the frame itself.

Drawing a text frame



1. Click the **Text Frame** button in the toolbar or select **Insert Text Frame** from the **Objects** menu.

2. Click the cursor on the card to place a text frame, or click and drag the cursor to draw a text frame. Press the right mouse button or press ESC without drawing to cancel.
3. When you release the mouse button, the text frame is selected, and the insertion point is at the top, ready for you to begin typing.



The dashed line around the text frame will not print. See "Changing the border" below for information about changing the appearance of the text frame border.

Typing in a text frame

1. Double-click on a text frame, or click once then select **Edit Text Frame** from the **Objects** menu to place the insertion point to edit or add text.

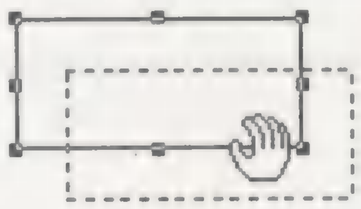
An arrow icon will signal if there is text in the buffer.

2. Begin typing to add text. As you type, the text frame will grow to fit the amount of text. If the frame fills the card and cannot grow, the excess text will be placed in a buffer. Delete some of the visible text to bring text out of the buffer.

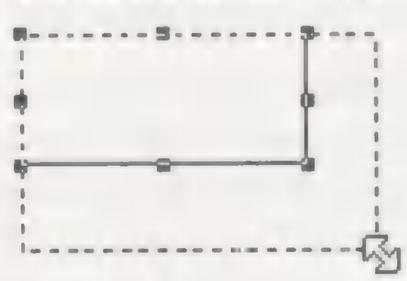
The text inside the text frame can be formatted in a variety of ways. You may use more than one font or style within the text frame. See "Formatting text" on page 5-1 for more information.

Selecting, moving & resizing a text frame

1. Click once inside the text frame to select it. (If you have been typing in the text frame, click outside it before selecting it.)
2. To move the text frame, position the cursor within the frame so that it becomes a hand. Click the mouse button and drag the frame to a new position.



3. To resize the text frame, position the cursor over a square handle so that the cursor becomes a double headed arrow and then drag.



See also "Graphics editing basics" on page 6-4.

Deleting a text frame

1. Click once inside the text frame to select it. (Click outside it before selecting it if you have been typing in it.)
2. Select **Delete** from the **Edit** menu or press the DELETE key on your keyboard.

Deleting a text frame will also delete any information typed into it. Select **Undelete** from the **Edit** menu to replace the text frame on your business card.

Changing the border

Hint: Select "none" from **Text Frame Borders** *submenu in the* **Objects** *menu to remove the printable border.*

The dashed border around a text frame will not print, it simply shows you the outline of the text frame. You can add decorative borders that will print using the **Text Frame Borders** command.

1. Click the text frame once to select it.
2. Select **Text Frame Borders** from the **Objects** menu.
3. Choose the type of border you want to apply to the text frame from the submenu.

✎ Showing or hiding the text frame

You can choose to display or hide the non-printing text frame borders so that you can see the size and placement of the text frame.

1. Select **Show Text Frames** from the **View** menu.
2. A check mark next to **Show Text Frames** in the menu signals that the non-printing text frame borders are displayed. No check mark means that the non-printing borders are not shown. (This command does not affect any printable borders you have set.)

Use the tools from the **Objects** menu to change the fill color, fill pattern, or border style. Fill color and pattern can also be accessed from the draw palette. See "Using object attributes" on page 6-2 for more information.

Rotating a text frame

Printer fonts, and other non-TrueType fonts, may not rotate correctly; to assure correct printing, use TrueType fonts.

1. Click the text frame to select it.
2. Select **Rotate Object** from the **Objects** menu, or click the **Rotate** button in the main toolbar.
3. You can choose to rotate the text frame 90°, 180° or 270° from its original orientation. To return it to the normal position, select 0°.

✎ Typing in rotated text frames

If you have text frames that you rotated, MyBusinessCards will rotate the entire business card to make it easier for you to type in these areas.

1. Double-click the I-beam within the rotated text frame.
2. The card view will automatically rotate on the screen, allowing you to type the information you want in the rotated area. All of the text frames will be shown.
3. Click anywhere outside of a text frame to return the business card to its original orientation.

Text editing basics

As you create text in MyBusinessCards, you can edit text character by character at the insertion point, or you can select a section of text to work with.

Selecting text

Before you can edit text, you must select the text you want to change. There are three ways to select text:

- Click at the beginning of the text, and hold down the mouse button while you drag the mouse to the end of the text you want to change. When you release the mouse button, all of the text will be highlighted and ready to edit.
- Click at the beginning of the text, then hold down the SHIFT key and click the end of the text you want to change. Again, all of the text will be highlighted and ready for your changes.
- Double-click a word to select the entire word.

To deselect the text, click the mouse anywhere.

Editing text

After you have selected the text, you can begin to edit it. The following describes how to perform some common editing tasks:

Adding, removing, copying & moving text

If you want to…	Then do this…
Cut text from the business card to the clipboard.	Select the text you want to cut, then choose **Cut** from the **Edit** menu.
Delete text from the business card without saving it to the clipboard.	Select the text you want to delete, then choose **Delete** from the **Edit** menu.
Replace deleted text in the business card.	Select **Undelete** from the **Edit** menu. (This must be done *immediately* after deleting.)
Copy text to the clipboard without removing it from the business card.	Select the text you want to copy, then choose **Copy** from the **Edit** menu.
Place text in the business card that was Cut or Copied to the clipboard. (Even from another program!)	Click to place the I-beam in the frame where you want the text, then select **Paste** from the **Edit** menu.
Type new text into the business card.	Click to place the I-beam in the frame where you want the text, then begin typing.
Move text from one part of the business card to another.	Cut the selected text, then paste the text in a new location.
Replace existing text with text from the clipboard.	Select the text you want to replace so that it is highlighted, then select **Paste** from the **Edit** menu.
Replace existing text with new text.	Select the text you want to replace so that it is highlighted, then begin typing.

Formatting text

Overview

MyBusinessCards provides you with many formatting options so you can easily change the way your text looks. Make changes by selecting the text you want to revise, then selecting a command or tool to make the change. You can also select a text frame to change the formatting of all text within the frame.

You can change the format of text to give your business cards a distinctive personality, emphasize words so that they stand out and change their spacing to make them more readable. You can change the alignment and spacing of lines to create interesting typographical effects.

Formatting characters

MyBusinessCards provides several ways to change the formatting attributes (such as font, size and color) of characters:

- The toolbar at the top of the window contains tools to change the font, size, style and color of the text.
- You can assign several character attributes using the **Fonts** command in the **Format** menu.

How MyBusinessCards formats characters

If you…	The format is applied to…
Highlight the text, and then select character-formatting options.	Selected text only.
Click an insertion point, and then select character-formatting options.	Text typed at the insertion point.
Click once on a text frame to select it.	All text inside the text frame.

✎ To change one text attribute for selected text:

1. Select the text you want to format. (See "Selecting text" on page 4-4.)

   Click once on a text frame to select it; the formatting change will apply to all of the text in the frame.

2. Choose the formatting attribute you want from the toolbar.



You have the choice of changing the typeface, size or color of the text. You may also apply the bold, italic or underline style (or any combination).

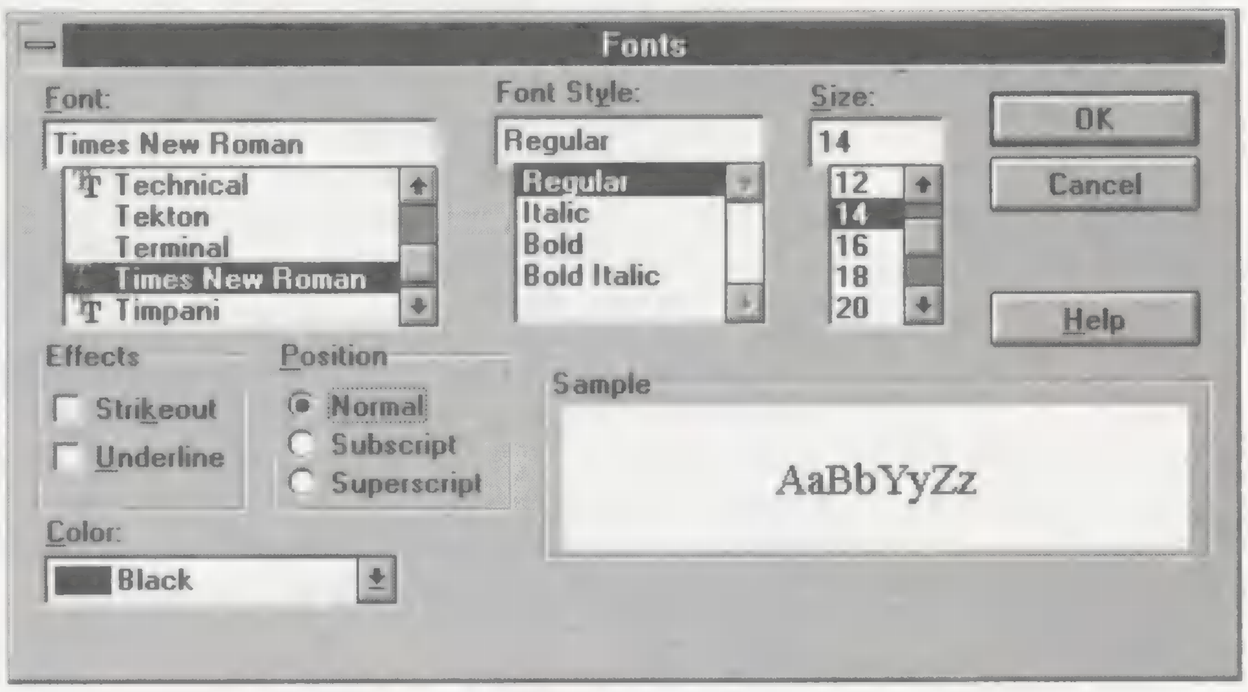
Character attributes determine how characters look. Size, typeface and character effects are a few of the attributes that you can set.

Character attribute options

Attribute	Description
Font	Sets the typeface, such as Times, Helvetica or Arial.
Style	Applies any of the available styles, which include bold, italic or bold italic. Selecting "Regular" cancels all other types.
Size	Sets the point size of the text.
Effects	Applies any combination of strikeout and underline.
Position	Applies normal, subscript or superscript to the selected text.
Color	Assigns a color from the "Colors" drop-down list to the selected text.

✎ To change several text attributes at once for selected text:

1. Select the text you want to format.
2. Select **Fonts** from the **Format** menu.



3. Change the settings in the Font dialog and click **OK** to apply the new settings.

Changing character spacing

Use this command to adjust the amount of space between characters. You can also create special effects by spreading letters apart or squeezing them closer together.

For example, you can spread the letters in your company name apart so that they span the entire business card.

If you want to move letters closer together or farther apart, you can select the text and choose a measurement. MyBusinessCards measures the space between letters in points. There are 72 points to an inch (approximately 28 points to a centimeter).

1. Highlight the characters you want to change.
2. Select **Character Spacing** from the **Format** menu.
3. Choose **Normal**, **Condensed, Spreadout** or **Custom** from the sub-menu.

   Selecting **Normal** will cancel any previous setting. Selecting **Condensed** will move the letters one point closer together. Selecting **Spreadout** will move the letters one point farther apart. Selecting **Custom** allows you to specify the exact amount to move the letters.

✎ Setting custom character spacing

1. Highlight the words or characters you want to change.
2. Select **Character Spacing** from the **Format** menu.
3. Choose **Custom** from the sub-menu to open the Character Spacing palette.



4. Select to spreadout or condense the letters, then either type the number of points or use the spin controls to set the spacing. Increasing the number will increase the effect of spreading or condensing.
5. Click **Close** to close the character spacing palette. To move the palette, click on the hand icon and drag the palette to a new location.



You can also use the spin controls in the toolbar at the top of the window to gradually move selected characters closer together or farther apart.

Formatting paragraphs

In MyBusinessCards, a carriage return signals the end of one paragraph and the beginning of another. Paragraph attributes include their alignment, the position of indents, and the amount of space between lines.

You can display spaces and carriage returns on-screen to help you format your paragraphs. See "To hide/show non-printing characters" on page 3-4.

Paragraph attribute options

Attribute	Description
Horizontal Alignment	Sets the text alignment horizontally in a text frame: text can be aligned left, right, centered or justified.
Vertical Alignment	Sets the text alignment vertically in a text frame: text can be aligned top, bottom, centered or justified.
Line spacing	Sets the line spacing for a paragraph to single, 1½, double or custom spaced.
Indents	Sets the first line, left and right indents for a paragraph.

Changing the horizontal alignment

Horizontal alignment can be set paragraph by paragraph, or for an entire text frame. You can align text with the left or right side of the text frame. You may also center it or justify it. (Justified text is aligned with both the left and right edges of a text frame.)

1. Click the I-beam in the paragraph you want to format. Click once on a text frame to select it; the formatting change will apply to all of the text in the frame.
2. Select **Alignment** from the **Format** menu.
3. Choose the alignment attribute from the submenu.



Left align



Center align



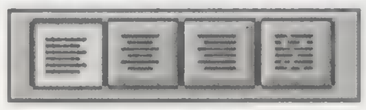
Right align



Justify

✎ To change the alignment using the toolbar

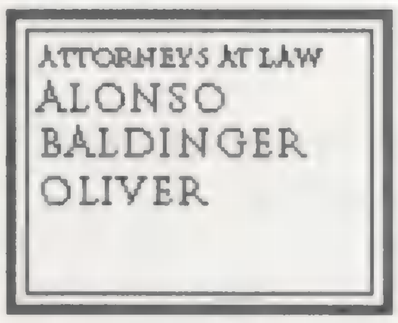
1. Click the I-beam in the paragraph you want to format. Click once on a text frame to select it; the formatting change will apply to all of the text in the frame.
2. Choose the alignment attribute from the toolbar.



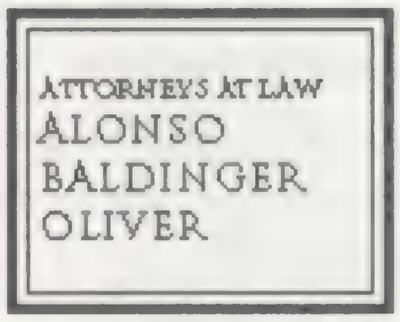
Changing the vertical alignment

You can also align your text vertically within a text frame. Until you change it, text is aligned with the top of the frame. You can change the alignment of the text so that all of the lines are centered, are aligned with the bottom or are spread out evenly from top to bottom. *Extra carriage returns creating blank lines are included.*

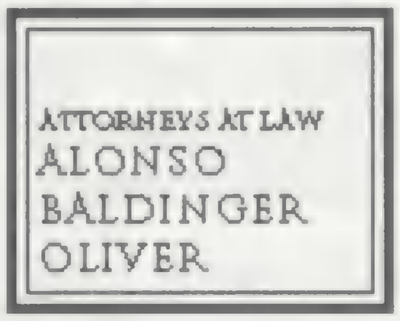
1. Double-click to place the insertion point inside the text frame.
2. Select **Vertical Alignment** from the **Format** menu.
3. Choose the alignment attribute from the submenu.



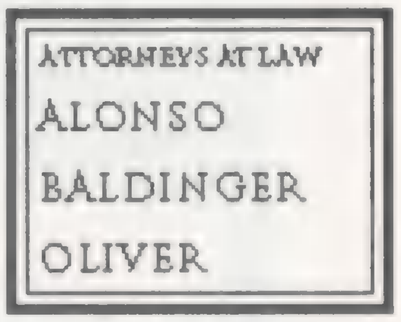
Top align



Center align



Bottom align



Justify

Changing the line spacing

Use this command to adjust the amount of space between lines. All of the lines in the paragraph will have the same amount of space between them.

The amount of space between lines depends on the size of the font you are using. For example, if the font is 10 points, a single spaced line will be 10 points tall, a 1½ spaced line will be 15 points tall and a double spaced line will be 20 points tall. Line spacing is determined by the largest font in the paragraph.

1. Click the I-beam in the paragraph you want to format.
2. Select **Line Spacing** from the **Format** menu.
3. Choose **Single**, **1½, Double** or **Custom** from the sub-menu.

✎ To set custom line spacing

1. Click the I-beam in the paragraph you want to format.
2. Select **Line Spacing** from the **Format** menu.
3. Select **Custom** from the sub-menu to open the line spacing palette.



Type the height of the line in number of points, or use the spin controls to specify how much space you want between lines.

4. Click **Close** to close the palette.



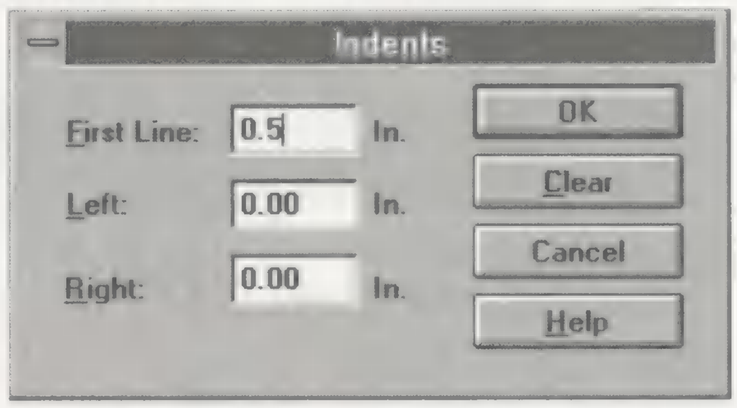
You can also use the spin controls in the toolbar at the top of the window to move the lines closer together or farther apart.

Setting indents

You can quickly indent selected paragraphs using the ruler or the **Indents** command in the **Format** menu. Clips on the ruler give you another quick and convenient way to set custom left, right or first line indents.

✎ To set indents using the indents command:

1. Click the I-beam in the paragraph you want to format. Click once on a text frame to select it; the formatting change will apply to all of the text in the frame.
2. Select **Indents** from the **Format** menu.



3. Enter the desired measurements into the Indents dialog. The right indent affects all lines in the paragraph. The two left indent markers give you flexibility.

   If the left and first line indent are the same, you will have a flush left indent. If the first line indent is greater than the left, you will indent the first line only. If the left indent is greater than the first line, you will have a hanging indent.

   The right indent is measured from the right edge of the text frame.
4. Click **Clear** to set all indents to zero.
5. When you have finished setting the indents, click **OK** to save the settings and return to your business card.

✎ To set indents using the ruler:

1. Click the I-beam in the paragraph you want to format. Click once on a text frame to select it; the formatting change will apply to all of the text in the frame

2. You can adjust the indentation of a paragraph by dragging the indent clips on the ruler located above the card.



3. Moving the right indent clip affects all lines in the paragraph.

   Aligning the two left clips will give you a flush left indent. Moving the upper left clip to the right of the lower left clip will indent the first line only. Moving the lower left clip to the right of the upper left clip will give you a hanging indent.

Working with graphics

Overview

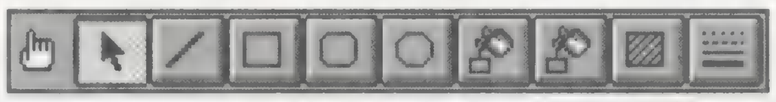
Add impact to your business card by using graphics or your logo. You can draw simple graphics with the draw tools, use the clipart pictures included with MyBusinessCards or import graphics from other programs to create a personalized design. Any picture or graphic can be resized and arranged with other objects using the tools and commands in MyBusinessCards.

Drawing lines & shapes

The drawing tools let you create and edit simple graphics within MyBusinessCards. You can draw lines, ellipses, circles, rectangles and squares using the tools in the draw palette.

*These tools are also available in the **Objects** menu.*

Select **Draw Palette** from the **View** menu to display the draw tools.



Click a tool to select it. Click the hand icon and drag the mouse to move the palette around the window. Double-click the hand icon to close the palette.

Using the draw tools

Tool	Description
Pointer	Click any object to select it for editing.
Line	Click & drag the cursor to draw a line. Hold the SHIFT key as you drag to draw straight horizontal or vertical lines.
Rectangle	Click & drag the cursor to draw a rectangle. Hold the SHIFT key as you drag to draw a square.
Rounded rectangle	Click & drag the cursor to draw a rectangle with rounded corners. Hold the SHIFT key as you drag to draw a rounded square.
Ellipse	Click & drag the cursor to draw an ellipse. Hold the SHIFT key as you drag to draw a circle.

✎ **How to draw:**

1. Select the draw tool from the draw palette or the **Objects** menu. (Click off the card or click the right mouse button to deselect the tool.)
2. Click the cursor on the card, and drag it to create an object.
3. When you release the mouse button, the object you just created is selected. (An object is selected if it has square handles around it.)

Using object attributes

Tool	Description
Outline color	Select a line, rectangle or ellipse, then select a color from the drop-down list for the outline.
Fill color	Select a rectangle or ellipse, then select a color from the drop-down list for the inside.
Fill pattern	Select a rectangle or ellipse with a fill color, then select a pattern from the drop-down list.
Line type	Select a line, rectangle or ellipse, then select a line type from the drop-down list for the outline.

✎ **Adding an attribute to an object:**

1. Select the object you want to edit by clicking on it.
2. Choose a line (or outline) from the line color or line style submenu in the draw palette or **Objects** menu. If you created a text frame, rectangle or ellipse, choose a fill color from the submenu. You may also add a fill pattern to a filled object.

Hint: Add a fill color first to a text frame, rectangle or ellipse, then a fill pattern.

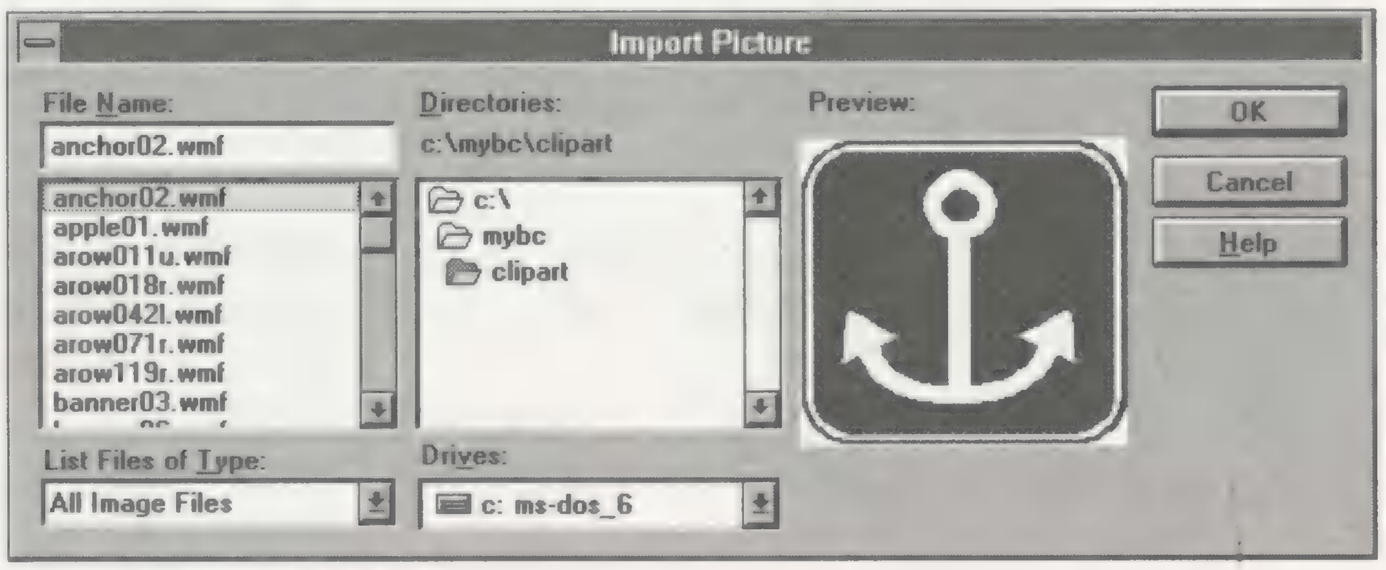
Placing a picture



MyBusinessCards allows you to select a picture, graphic or clipart to place in your business card. You can do this by selecting **Insert Clipart** from the **Objects** menu or clicking the **Clipart** button in the toolbar.

✎ **To place a picture:**

1. Select **Insert Clipart** from the **Objects** menu or click the **Clipart** button in the toolbar.



MyBusinessCards can import Windows BMP, EPS, PCX/DCX, TGA, TIFF, WPG, IMG, JPG, RLE, DIB and WMF.

EPS graphics require a PostScript printer.

2. The Clipart directory is displayed on the right; its contents on the left. You can change directories by clicking the appropriate directory on the right. MyBusinessCards installs graphics in a directory called CLIPART.

   If you are using the CD-ROM version of MyBusinessCards, only 100 images are installed; the rest of the images are stored on the CD in a directory also named CLIPART. To use these images, make sure the CD is in the drive, then select you CD-ROM drive in the Import Picture dialog.

   Select a picture by clicking its name in the left-hand list box. When you select a picture, a small representation of it will be shown in the Preview box.
3. Click **OK** to return to your business card after you have selected a picture.
4. Position the cursor on the card in the place you want the picture. Click the mouse button to place the picture.

See "Editing basics" below to move or resize the picture.

Using photographs

You can place photographs from a KODAK Photo CD or scanned image into a MyBusinessCards business card. To use a photograph, you will need to convert it to a format that MyBusinessCards can read, such as TIFF or EPS.

KODAK offers a developing process for converting 35 mm film or slides to a Photo CD. This service is available through many photo finishing outlets at a reasonable price. Ask about this service wherever you have your film processed, or call 1-800-CD KODAK for locations of photo finishing outlets that provide this service.

Once the photos have been transferred to the CD, you must use software such as KODAK's ACCESS Plus for Windows to convert the PCD files to TIFF or EPS files. Call KODAK at 1-800-866-5533 for information.

You may also use photos scanned into your computer. Many copy or graphics shops offer photograph scanning services. These images must also be converted to TIFF or EPS format. The shop performing the service can also do this for you; just let them know what equipment you will be using to print the business card and the approximate size you want the photograph to be.

How pictures are saved

Because MyBusinessCards saves only the location for an image, if the image is on a CD, you must have the CD in the drive to view or print the image.

To save disk space and make business card files smaller, MyBusinessCards saves the *location* of the graphic or picture you import into your business card, not the picture itself. If you move or delete the graphic from your computer, or copy the business card file to another computer, MyBusinessCards will not be able to include the image in the business card.

To attach the picture to your business card, place the picture using the Clipart tool. Select the picture, then choose **Cut** from the **Edit** menu. Select **Paste** from the **Edit** menu to paste the picture on your business card. Now the picture is attached to the business card file. (This will increase the size of the file slightly.)

Graphics editing basics

Basic editing techniques include selecting objects, moving objects and resizing objects. You may also use the commands in the **Edit** menu to cut, copy, paste and delete objects from your business card. The edit commands may also be used to copy and paste objects from other applications.

Selecting an object

Use the pointer tool to select objects in MyBusinessCards. You can select a single object, or you can select multiple objects.

When objects overlap, you can select them by moving one or more objects to the front or back of the stack. (See "Changing the stacking order" on page 6-5.)

Hint: Hold down the SHIFT key as you click to select multiple objects.

Click an object to select it.



Click in an empty area of the work space to deselect objects.

Moving an object

You can move any object in the business card by dragging it. You may also move more than one object at a time.

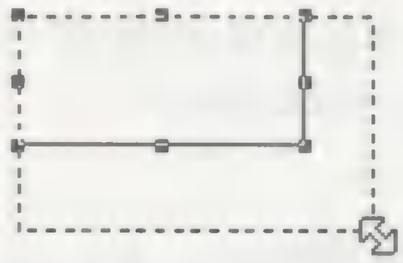
1. Select the pointer tool from the draw palette.
2. Click anywhere on an object to select it. Hold down the SHIFT key as you click to select multiple objects, then release the SHIFT key.
3. To move the object, position the pointer on the object so that the cursor becomes a hand. Click the mouse button and drag the object to a new position.



Resizing an object

As you draw objects or place pictures, you may need to adjust their sizes. You can resize any object in MyBusinessCards, including clipart and text frames. Each object must be resized individually.

1. Select the pointer tool from the draw palette.
2. Click anywhere on an object to select it.
3. To resize the object, position the pointer over any square handle, so that the cursor becomes a double-headed arrow, click and then drag.



Resize an object proportionally by holding down the SHIFT key as you drag a corner handle. You must release the mouse button before you release the SHIFT key for this to work.

Rotating an object

You can rotate any object in 90° increments. You may rotate more than one object at a time.

1. Click the object to select it.
2. Select **Rotate Object** from the **Objects** menu, or click the **Rotate** button in the main toolbar.
3. You can choose to rotate the object 90°, 180° or 270° from its original position. To return it to the normal position, select 0°.

Edit commands

You may use the commands in the **Edit** menu to remove, replace and copy objects, pictures and text frames in your business card.

Removing, replacing & copying objects

If you want to…	Then do this…
Cut an object from the business card to the clipboard.	Select the object you want to cut, then choose **Cut** from the **Edit** menu.
Delete an object from the business card without saving it to the clipboard.	Select the object you want to delete, then choose **Delete** from the **Edit** menu.
Replace the deleted object in the business card.	Select **Undelete** from the **Edit** menu. (This must be done *immediately* after deleting.)
Copy an object to the clipboard without removing it from the business card.	Select the object you want to copy, then choose **Copy** from the **Edit** menu.
Place an object in the business card that was Cut or Copied to the clipboard.	Select **Paste** from the **Edit** menu.

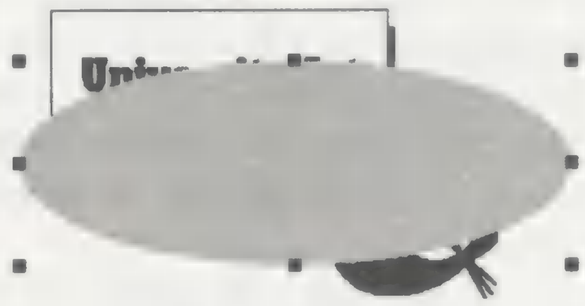
Changing the stacking order

As you draw or place pictures, MyBusinessCards assigns each object a position in the stacking order. The stacking order is the order in which objects overlap one another on the card. When you move an object, it automatically moves to the top of the stacking order. You can change the order at any time.

✎ To change the stacking order of objects:

1. Select an object by clicking on it.

This gray oval is stacked on top of other objects. Before you can change the oval's position in the stacking order, you must click on the oval so it is selected .



2. Choose **Bring to Front** (to move the object in front of all other objects) or **Send to Back** (to move the object behind all other objects) from the **Edit** menu.

After selecting the oval, choose ***Send to Back*** *from the* ***Edit*** *menu to move the oval behind the other objects.*

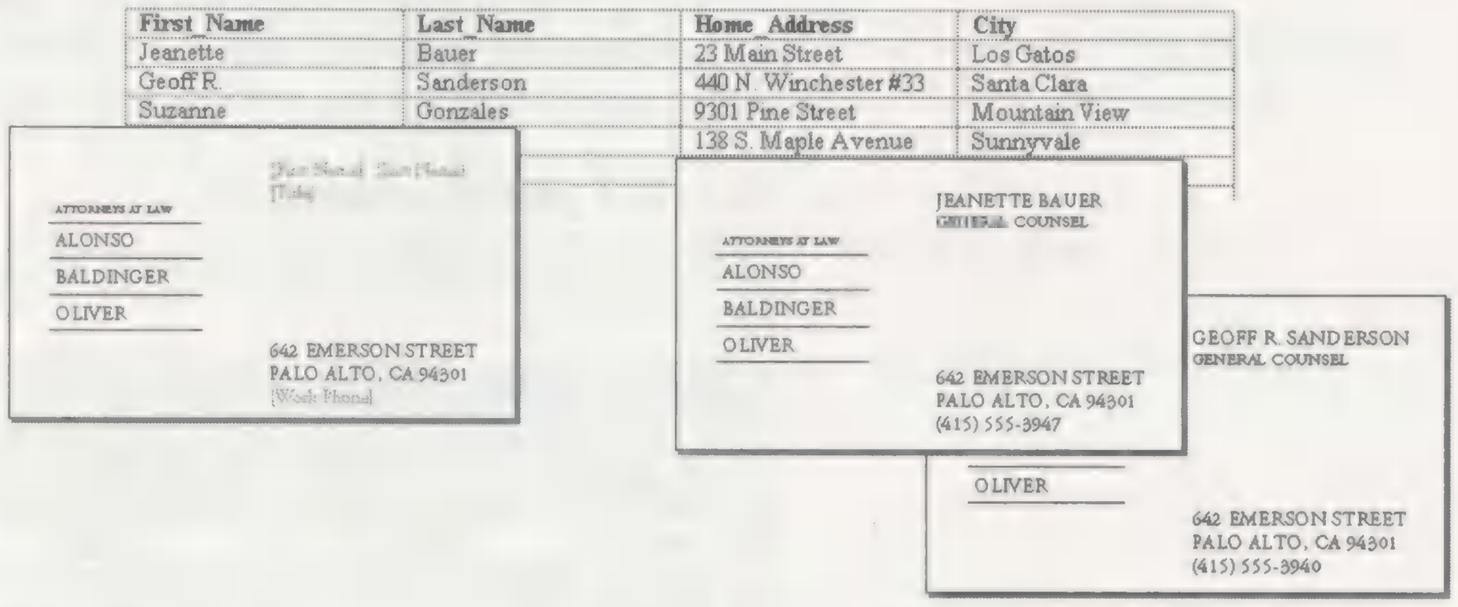


These commands apply to objects you draw, including text frames, and to pictures you place in the business card.

Merging a database

Overview

Merging refers to combining two files into one printed document. In MyBusinessCards, the files used are a database containing names and a business card into which the database is merged.



Merging a database does not change it in any way. MyBusinessCards "borrows" the information from the database without making any changes.

You can use MyBusinessCards to select a part of the database for merging.

Merging a database

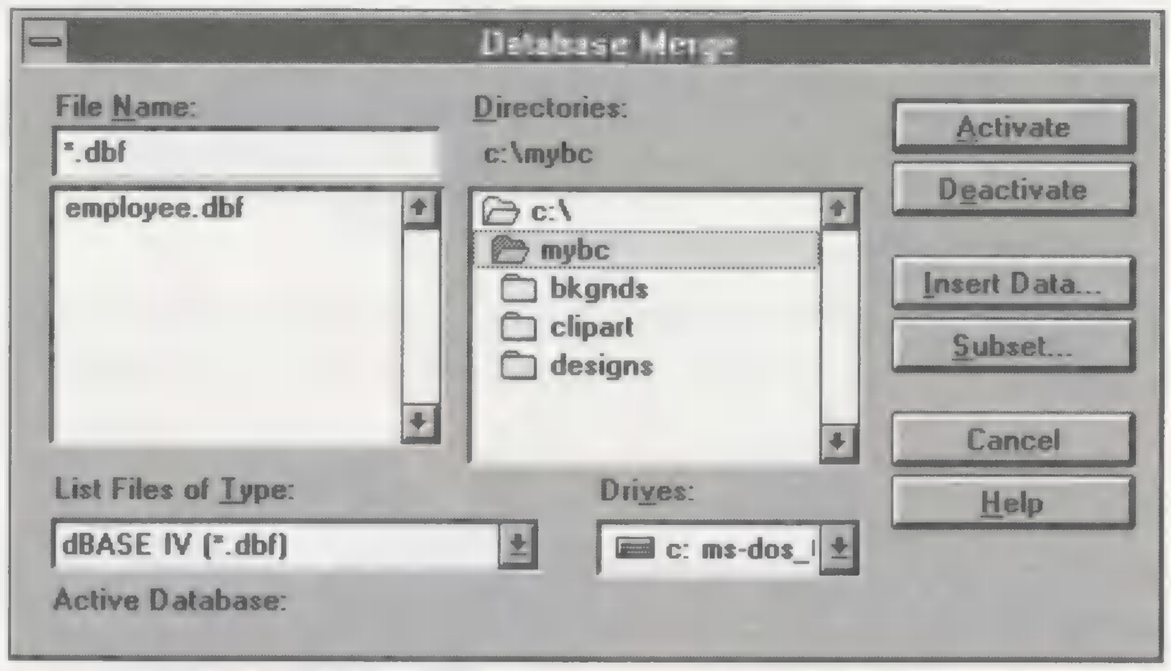
First, determine if your database is in a format which MyBusinessCards can read. Then you can select the database and insert data fields to specify where you want information placed in your business card from the database.

Merge file formats

The information you want to merge may be in a MyMailList file, MyDatabase file, dBASE file or ASCII text file. If you are using an ASCII file, the information in the file must be separated (or delimited) with commas and double quotes, or tabs and double quotes. Please consult the documentation for the program you are merging from to convert the information to an ASCII text file.

Selecting a database

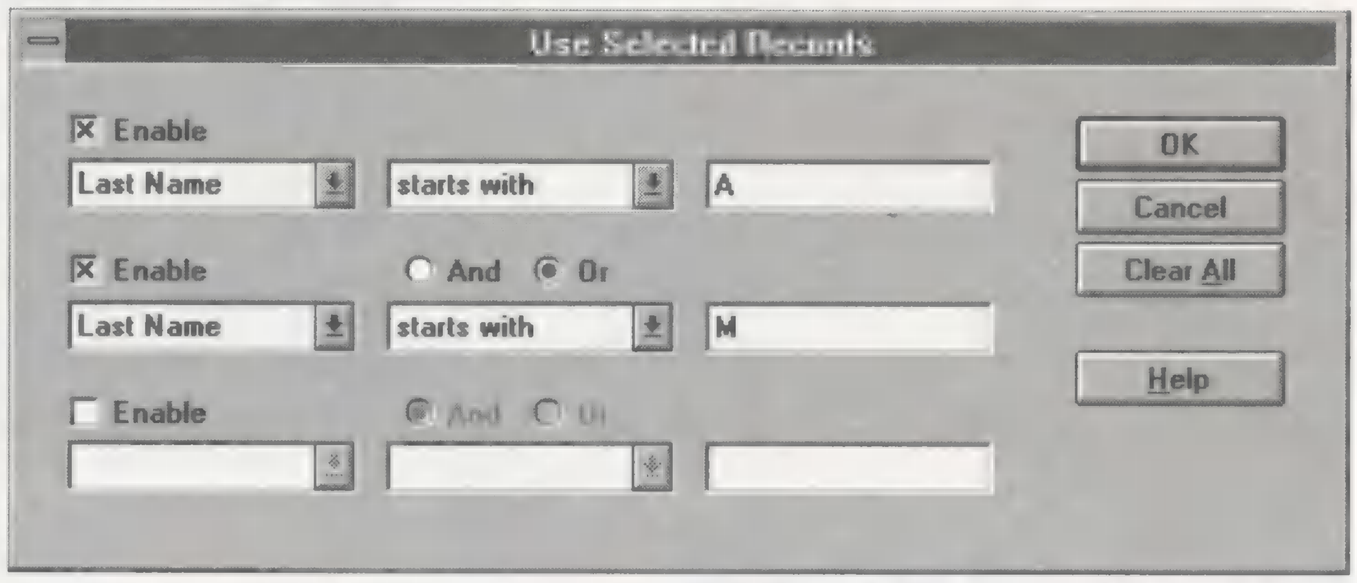
1. Click the text frame where you want to add the merge fields.
2. Select **Database Merge** from the **Document** menu.



3. Select the database you want to merge with your business card by clicking on it. (Choose the type of file to display from the "List Files of Type" drop down list box.)
4. Once you have chosen the database, click **Activate** to link the database to the business card file and return to your business card. The Insert Data Field dialog will be open, ready for you to place merge fields on your business card.

✎ To select part of a database:

1. Click the **Subset** button in the Database Merge dialog to open the Use Selected Records dialog.



You can set up to three criteria, corresponding to the three rows in this dialog. Use the "Enable" check boxes to include or omit the second or third row from the search criteria.

MyBusinessCards is not case sensitive. It will check for records matching the spelling of the data you type, not the case (upper or lower) of the data.

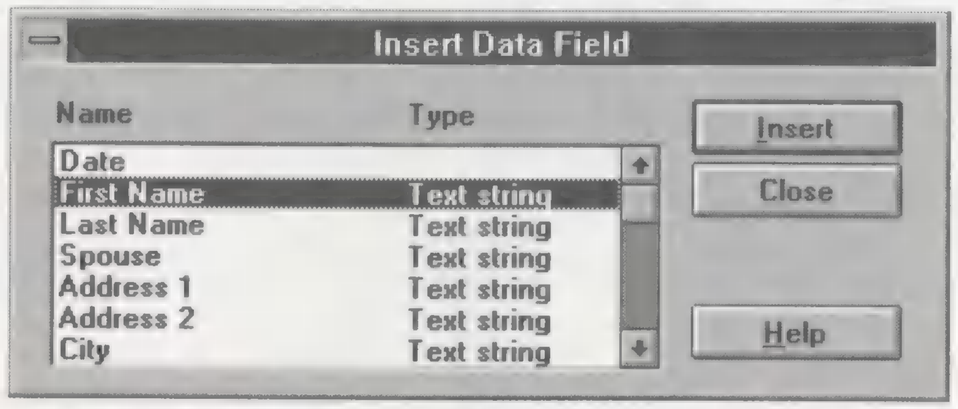
2. Select the field, such as LAST NAME, from the left-most list box. Select how you want MyBusinessCards to compare this field to your database from the center list box. In the righthand box, type in the specific information you want to match, such as "A".

   In the above example, MyBusinessCards would merge records only if the last name field information began with the letters "A" or "M". (All records matching ***either*** criteria.)
3. Click **OK** to start the search process. Click **Clear All** to erase any previously set criteria.

Inserting a data field

Insert the data fields on the business card where you want to print the information from the database. You can format the fields as you would regular text, placing spaces or other punctuation between fields, or applying styles such as bold or italic to the fields.

1. Click to place the I-beam where you want to place the data field.
2. Select **Insert Data Field** from the **Document** menu. (If you just finished activating a database, the Insert Data Field dialog will already be open.)



3. In the Insert Data Field dialog, highlight the field you want to place on your business card.
4. Click **Insert** to place the field in your business card.
5. Repeat steps one through four until you have placed all the fields you want to include. You can move the dialog by clicking on the title and dragging.
6. Click **Close** to return to your business card.

You are now ready to merge your business card and the database file. For instructions see "Printing & merging" on page 8-4.

Data fields can be copied, cut and pasted the same way regular text is. Be sure to select the entire field before copying or cutting it.

✎ To delete a data field:

1. Highlight the field you want to delete in your business card.
2. Press the DEL or BACKSPACE key to remove the field from your business card.

Removing the attached database

If you no longer want to use a database, you can remove the attached file. Removing the database file does not remove the data field names you insert in your business card. See above to delete a data field. See below to change databases.

1. Select **Database Merge** from the **Document** menu.
2. The database currently linked with your business card will be displayed at the bottom of the dialog. Click **Deactivate** to remove the link between the database and the business card file and return to your business card.

   The data fields will remain in your business card and will print as text unless deleted.

✎ To switch databases:

You can attach a different database file to your business card after you deactivate the current database. However, the text fields you inserted from the old database will be converted to text. That is, the field name will print, not the information from the

database. You can delete these fields and use **Insert Data Field** from the **Document** menu to insert fields from the new database.

1. Remove the current database as described above. Delete any data fields from the business card.
2. Select **Database merge** from the **Document** menu.
3. Select the new database you want to merge with your business card by clicking on it.

   Choose the type of file to display from the "List Files of Type" drop down list box.
4. Once you have chosen the database, click **Activate** to link the database to the business card file and return to your business card.

Use the **Print Preview** command in the **File** menu to view the information as it will print.

Printing your business card

Overview

After designing your business card, you will want to print it. You may preview the business card on-screen before printing it. If your business card is two-sided, you may print one side of the business card at a time, or print both sides.

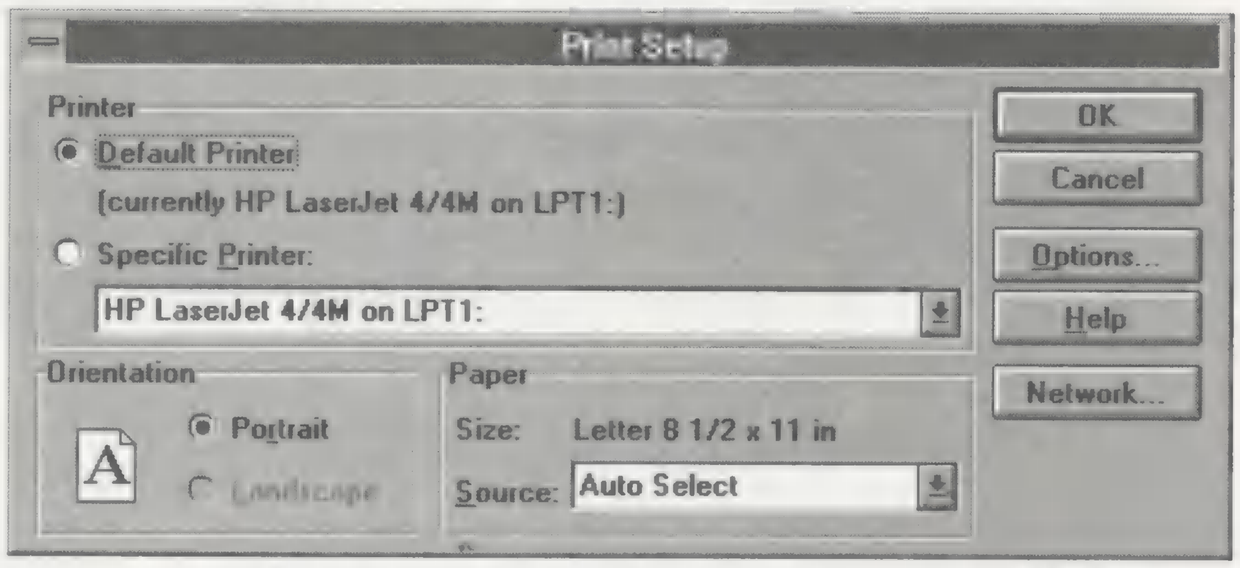
If you find that your business card is not properly aligned with the card stock you are using when you print, you can align MyBusinessCards to print correctly on the stock next time.

Selecting a printer

You can only select a printer in MyBusinessCards that is installed on your computer. For information about installing printer software, see your Windows documentation.

✎ **To select a printer:**

1. Select **Print Setup** from the **File** menu.



You may need to adjust the printer alignment.

2. Choose the printer you want to use from the Printer section, if it is not already selected.

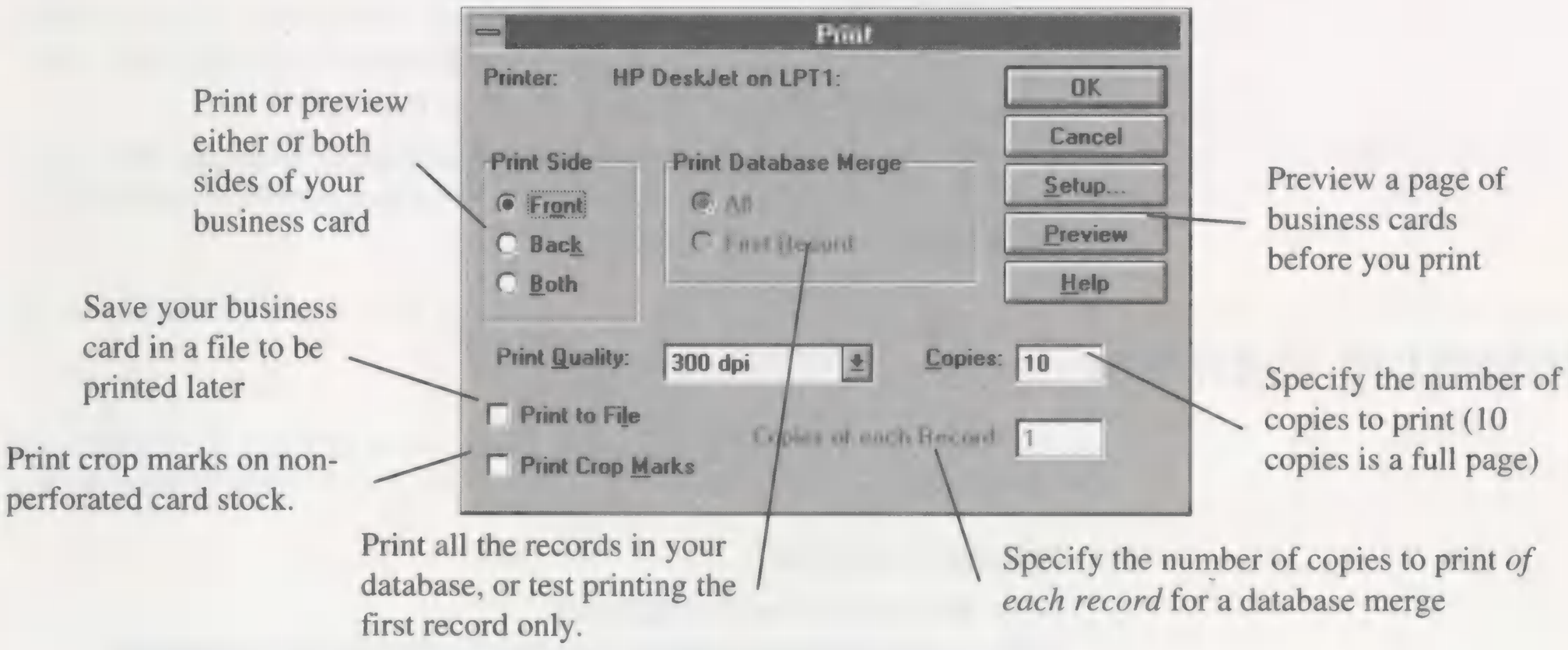
Different printers will have different options in the Print Setup dialog. Some laser printers, such as the Hewlett-Packard LaserJet, can accept different font cartridges. If your printer uses a font cartridge, it is important to select it; otherwise you won't have access to all of the fonts available on your printer.

✎ To select printer setup options:

1. In the Print Setup dialog, you may specify the paper source. "Manual Feed" may work the best for card stock. The orientation and paper size are pre-determined.
2. Click the **Options** button for more printer options. The available options depend on your printer.
3. Click **OK** to return to the Print Setup dialog.
4. Click **OK** in the Print Setup dialog to return to your business card.

Printing your business card

Once you select a printer and the appropriate Print Setup options, use the **Print** command in the **File** menu to send the business card to the printer. Within the Print dialog you can control the number of copies and which side of the business card you print.



Previewing your business card

Select "Both" before clicking ***Preview*** *to preview both sides of your business card.*

You can preview your business card before you print it by clicking the **Preview** button in the Print dialog. The Preview window will open allowing you to view the business card as it will print.

Use the buttons along the top of the Preview window to:

- Print the business card from the Preview window.
- View the front of the page.
- View the back of the page.
- View both sides of the page.
- Zoom in and magnify your view of the card. You may position the cursor over an area of the business card, and click to zoom in. (Notice your cursor becomes a magnifying glass.) Click again to zoom in closer; click again to zoom out.
- Zoom out and decrease the magnification of the card.
- Close the Preview window without printing.

Printing on both sides of a page

The key to printing both sides of your business card on one page is knowing your printer's paper path. Once you know how the paper travels through your printer, you can position the card stock correctly in the paper tray for double-sided printing.

You need to know whether your printer prints on the top or the bottom side of the page as it is fed into the printer. You also need to know whether the top edge of the page or the bottom edge feeds in first.

✎ To determine the paper path:

1. On a blank sheet of your card stock, mark one side with an arrow pointing from one end to the other.
2. Place the card stock in the paper tray of the printer so the arrow side is facing up and pointing into the printer.
3. Print the front of your business card on the arrow-marked sheet.
4. When the page comes out of the printer, check to see which side was printed (the side with the arrow is the top) and which end of the card stock started printing (note the position of the "top" of your business card).

✎ To print double-sided:

Once you know how your printer feeds the card stock through, you are ready to print your business cards.

1. If it is not already displayed, open the business card you want to print. Then load the card stock you are using into the paper tray.
2. Select **Print** from the **File** menu.
3. Select to print the front, the back or both sides. You will usually print the front side, re-load the card stock, then print the back. Select "Both" if your printer has a duplex option.

   You may also select the print quality and number of copies you want to print in this dialog. By default, MyBusinessCards automatically prints one entire page of business cards.

   Click the **Setup** button to change any of the Print Setup options related to your printer.

Repeat steps two through three above to print the back page, selecting "Back" in step three. The first time you print a business card, try printing one page first to make sure the alignment is correct.

Printing more or less than a page

In the Print dialog, make sure that the number of copies specified is the number you want to print. For example, if you want to print an entire page of business cards, make sure that the number in the Copies box is 10.

If you have placed merge fields, "Copies of each Record" is active. The number of copies you specify will print for ***each*** of the records in the attached database.

Printing crop marks

If you are printing on non-perforated business card stock, you may want to print crop marks when you print your business cards to help you determine where to cut the page. Crop marks can also help if you have a service bureau print and prepare your business card for an offset printer.

Printing to a file

Printing to a file is useful if you want to have a service bureau print your business card on their high-resolution imagesetter. When you print to a file you do not have to transport MyBusinessCards or any graphics files you used to the service bureau.

Before you print your files to a disk, ask the service bureau how they prefer to work with your files and ask them what they need from you. Make sure you have the correct printer driver for their imagesetter installed on your computer. Ask them for a copy if necessary.

Selecting a PostScript printer will create a PostScript file when you print.

✎ **To print to a file:**

1. Select **Print** from the **File** menu to open the Print dialog.
2. If you have not already selected the printer you will ultimately be using, click the **Print Setup** button. Choose the printer from the Printer section. Then, click **OK** to return to the Print dialog.
3. Select the **Print to File** check box, then click **OK**.
4. In the Output File Name box, type a filename that is different than the business card file name, then click **OK**.

   You can include the full path — including a drive and directory name — in the file name, or the file will be saved automatically to the MyBusinessCards directory.

Using a photocopier

If you are printing more than a few dozen copies, you may want to use a photocopier instead of your laser or ink jet printer. First, print your business card on plain white paper to make a master. Then, put the preprinted card stock into your photocopier, and copy the master onto the color card stock.

You can also take a master copy and your preprinted card stock to a printing or copy shop if the card stock is too heavy for your photocopier.

Printing & merging

When you have placed merge fields on your business card and the database is activated, the database merge commands will be available in the Print dialog.

You can print all selected records in the database, or just print the first record to make sure the fields are placed the way you want them to print. You can also select to print more than one copy of each record. The number of copies you specify in "Copies of each Record" will print for ***each*** of the records in the attached database.

Use **Print Preview** to preview your print merge before you begin printing.

Printer alignment

Load plain paper into your printer before beginning the alignment process.

If you find that the business card you are printing is not aligned correctly on the page, (e.g. the information is printed too high, too far left, etc.) you may need to calibrate your printer. The alignment tool is used to adjust for minor differences between printers.

Make sure that your business card stock is feeding correctly into the printer. Slightly crooked sheets can make business cards look misaligned.

1. Load plain paper into your printer
2. Select **Printer Alignment** from the **File** menu.
3. Click **Print Grid** to print the alignment grid.
4. Fold the printed page into quarters.
5. In the Grid 1 box, type the number from Grid #1 that crosses the center fold. In the Grid 2 box, type the number from Grid #2 that crosses the center fold.

   To move the printing up on the page, decrease the number in the Grid 1 box. To move the printing to the left on the page, decrease the number in the Grid 2 box.
6. Click **OK** to save the printer alignment settings. When you print again, the printer adjustment should affect how the business cards print.

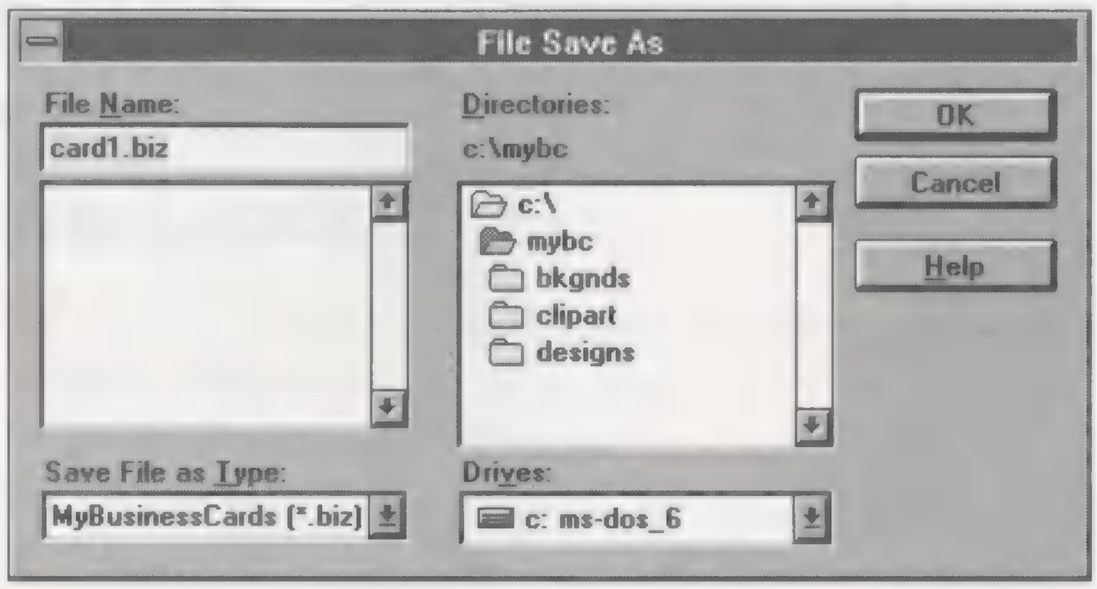
Printable region

An important issue to keep in mind is that there is a limit to the printable area on the page. Most laser and ink jet printers have a border ranging from 0.125 to 0.5 inch (3.2 mm to 12.7 mm) around the edge of the page in which the printer cannot print. You may need to adjust your layout to ensure that your text and graphics are within the printable area of the page.

Managing your business cards

Copying a business card

You can create a copy of your business card using the **Save As** command in the **File** menu. This command will make a copy of the current file under a new name.



The new business card file will be on the screen after the program is finished saving. Any changes you have made since the last save will not be saved in the old file; these changes are only saved in the new file. See also "Naming & saving a business card" on page 2-4.

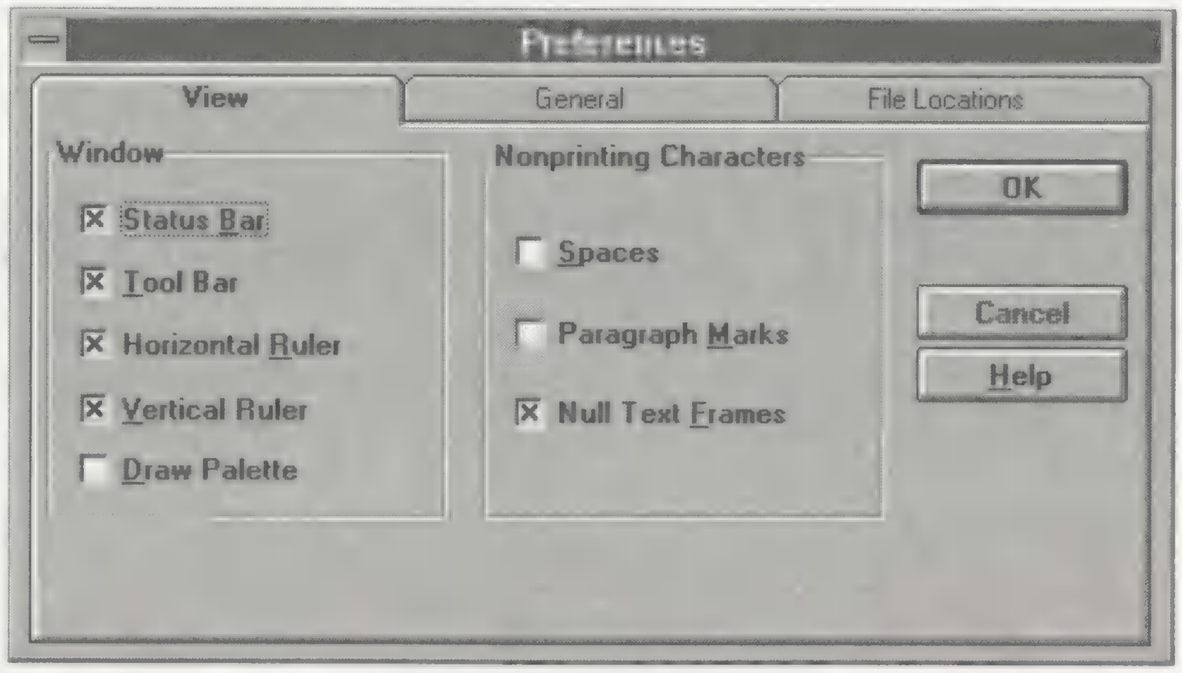
If you are transferring business card files to another computer, you need to know that pictures are not stored with the business card file. Picture files can be very large. When you use the clipart tool, the program keeps track of the location of the picture on your computer, and gets the image when you open the file or print the business card. This saves disk space, but when you transfer the fileto another computer the picture file will not be transferred. See "How pictures are saved" on page 6-4.

Setting preferences

MyBusinessCards' preferences allow you to customize your business card window. The options you choose in the Preferences dialog will apply to the business card currently open on your screen and any business card you open or create. There are three types of preferences: View, General and File Locations.

The settings in the Preferences apply everytime you run MyBusinessCards. If you change the settings in the View menu, the settings apply only until you quit.

1. Select **Preferences** from the **File** menu.



2. You can change any of the View preferences or you can click either of the other tabs at the top of the dialog to change the General or File Location preferences.

The Preferences dialog

Preferences Type	Description
View - Window	**Status Bar.** Select to show or hide the status bar at the bottom of the main window. **Tool Bar.** Select to show or hide the tool bar at the top of the main window. **Horizontal Ruler.** Select to show or hide the ruler at the top of your business card. **Vertical Ruler.** Select to show or hide the ruler on the left side of your business card. **Draw Palette.** Select to show or hide the draw palette in your business card.
View - Nonprinting Characters	**Nonprinting Characters.** Select which of the nonprinting characters you want to display when you select **Show Controls** from the **View** menu.
General	**Measurement Unit.** Select to measure your business card in tenths of inches, twelfths of inches, sixteenths of inches, millimeters or centimeters. **Mouse Help.** Select to show or hide the pop-up mouse help. **US Sizes.** When this is marked, the page sizes will be US letter; if you are using A4 paper, make sure this option is not marked.
File Locations	**Clipart Pictures.** Click **Modify** to select the default directory for your clipart pictures. **Data Files.** Click **Modify** to select the default directory for your database merge data files. **Documents.** Click **Modify** to select the default directory for your business card files.

3. Click **OK** to save the changes you made.

Using the Window menu

The **Window** menu allows you to rearrange the windows of all open business card files. MyBusinessCards allows you to open more than one business card file at a time. The following describes the window arrangement options.

The Window menu

Menu item	What it does
Tile	Arranges all open business cards next to each other on the screen.
Cascade	Arranges all open business cards in the upper left corner of the window overlapping each other.
Arrange Icons	Arranges all icons of minimized windows at the bottom of the window.
Close All	Closes all open business card files.
List of open business cards	Lists all business card files that are open or minimized. Select one to make it active.

Quitting MyBusinessCards

Use the **Exit** command in the **File** menu to close all open business cards and quit MyBusinessCards.

1. Select **Exit** from the **File** menu.

   MyBusinessCards asks if you want to save any changes you've made to the business card.

2. Click **Yes** if you want to save the changes, or **No** if you don't want to save the changes. If you decide not to quit MyBusinessCards, click **Cancel**.

Helpful Hints and Troubleshooting

Keyboard Shortcuts

You can access many of MyBusinessCards' commands from the keyboard. The most useful commands are listed below. Some of these shortcuts are the same as for other Windows programs.

Working with text

Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Delete highlighted text	DEL
Undelete	CTRL+Z
Align text left	CTRL+L
Align text right	CTRL+R
Center text horizontally	CTRL+E
Justify text	CTRL+J
Bold text	CTRL+B
Italic text	CTRL+I
Underline text	CTRL+U
Open the Font dialog	CTRL+F
Highlight next character	SHIFT+→
Highlight previous character	SHIFT+←
Highlight above the cursor	SHIFT+↑
Highlight below the cursor	SHIFT+↓
Highlight to end of the line	SHIFT+END
Highlight to end of the frame	CTRL+SHIFT+END
Highlight to the beginning of the frame	CTRL+SHIFT+HOME

Go to:

Beginning of text frame	CTRL+HOME
End of text frame	CTRL+END
Beginning of line	HOME
End of line	END

View options

View Actual Size	CTRL+A
Zoom to fill window	CTRL+Q

Other shortcuts

Help	F1
Print	CTRL+P
Save your file	CTRL+S
Open a file	CTRL+O
Create a new file	CTRL+N
Exit	ALT+F4

General troubleshooting

Part of the text has disappeared inside a text frame

You need to increase the size of the frame, decrease the font size or delete part of the text. The missing text simply does not fit inside of the frame. It is held in a buffer so that you can retrieve it. Remember, if the text is not displayed on the screen, it will not print.

Card backgrounds are not displayed

You may have moved the background file directory to another part of your hard drive. MyBusinessCards looks to the BKGRNDS directory in the MYBC directory for the backgrounds. If you have moved the BKGRNDS directory somewhere else, you will need to edit the MYBC.INI file located in your Windows directory.

Exit MyBusinessCards, then use Notepad or another ASCII text editing program to open MYBC.INI. The first line in the Directories section of the file is the path to the BKGRNDS directory. Change this to match where the directory actually is on your hard drive, save the changes and exit. When you run MyBusinessCards again, the backgrounds will be shown.

The program is slow after opening a business card

MyBusinessCards allows you to have more than one business card file open at the same time. If you have been working on several cards, the other card files may be open in the window hidden behind the card currently displayed.

Open the **Window** menu and check the list of files that are open at the end of the menu. Select a file name to bring it to the front of the window and close the file to increase the speed of MyBusinessCards.

The maximum number of card files that can be open at once is 10. However, you will probably notice that the program becomes extremely slow once you have more than five files open.

Clipart colors don't look right

Graphics that use 256 colors may not be displayed correctly on the screen. On a 16-color display, many colors will be represented by a stipple pattern. When a color other than a solid is selected, it will be shown in the nearest solid color supported by your monitor. Some lighter shades may be shown as white, and other colors will appear very different, when a non-solid tint is used.

The graphic will print correctly although it is not displayed accurately. If the printed color does not match, use the Windows Control Panel to install the most up-to-date printer drives available for your printer (see below).

Fonts don't look right on the screen

If you have rotated a text frame containing a non-TrueType font, it may not display correctly. The font will print correctly if the printer you are using has that font.

Also, the professional layouts use specific fonts that are installed when you install MyBusinessCards. If you delete these fonts, the program will try to substitute fonts for the ones that are missing. Sometimes MyBusinessCards will not be able to find similar fonts. You can either reinstall the fonts or edit the business card so that it only uses fonts you have.

If you are using Print Preview and the fonts don't look right, the fonts you are using may not support the very small point sizes required for the preview. Use the **Zoom** button to view the card at a larger size, and the font should be displayed correctly. The font will print correctly.

System resources are low

You can check your system resources by selecting **About MyBusinessCards** from the **Window** menu. If the resources are below 30%, quit other programs that you may have running in the background to free more resources for MyBusinessCards. If no other programs are running, quit MyBusinessCards and restart Windows to restore the system resources.

Printing

Merge field names are printed

The attached data file has been removed causing the merge fields to be converted to text. If you have removed an attached data file, you must replace the field names if you reattach the file or attach a file with the same field names. Once a file has been removed and the fields have been converted to text, the field names will remain text.

Blank lines appear in print merge

If you insert a data field on a line by itself, a blank line is inserted if there is no data to place in that field when you merge the business card file and the data file. Fields without data that are on the same line as other text or fields will *not* create a blank space on the business cards when printed.

Wrong information is printed in print merge

First, make sure the attached data file contains the information you want to merge with your business card. If the wrong information is merged for a particular field or card, make sure the information is in the correct fields in the data file.

Print merge runs out of memory

Before you merge your business card with the data file, quit all unneeded applications and close unneeded business card files.

If you're merging many records, try merging a limited number of records at a time. For example, if you run out of memory merging 100 records, use the Subset feature to merge 25 records at a time. (See also "Selecting a database" on page 7-2.) To allocate more memory to MyBusinessCards, see your Windows documentation.

Text runs off edge of the page

Make sure you have the printer you want to use selected in Print Setup. If the printer you are using has a different set of fonts installed than the ones used in your business card, the spacing between characters may be affected. If you are downloading fonts to the printer, it may have run out of memory. Turn the printer off, then on to clear the memory and try again.

Also, check to make sure your information is located within the printable area of the page. See also "Printable region" on page 8-5.

Graphics are not printed

If you are using EPS (Encapsulated PostScript) graphics, you must use a PostScript printer (and PostScript driver) for your output. MyBusinessCards can display EPS graphics with thumbnails and send the information to your printer. However, if your printer does not understand the PostScript commands, the graphic will not print.

Updating printer drivers

You may also want to update your printer drivers. There are a number of places to help you get current printer drivers:

1. Microsoft's BBS 206-936-6735
2. Microsoft on Compuserve: type GO MSL
3. Microsoft customer support 1-800-426-9400
4. Local bulletin boards
5. Local dealers

Technical Support

If you can't find answers to your questions in the on-line Help system or manual, you can call 970-522-3000 for technical support. Please see the back of the manual or the Technical Support Policy card enclosed with the software for hours of operation and other details.

You will need to have your serial number, located on the original diskettes, in order to receive support.

Glossary of Terms

Business Card Information

your company information that is used by MyBusinessCards with professional layouts. You can type this information in the Business Card Information dialog when you are selecting a background for a new business card.

Character spacing

the amount of space between individual letters horizontally. You can adjust the space between two letters independently of any other two letters.

Clipart

pictures created in another program that can be placed in your business card.

Clipboard

a temporary storage area for cut or copied objects or text. Items in the clipboard can be pasted into your business card. Use it to transfer items between programs or business cards.

Database merge

combining a database and a business card to make a series of personalized documents when printed. This is a way to address each business card you print to a specific person.

Line spacing

the amount of space between lines in a paragraph. All lines will have the same amount of space between them vertically.

Pre-printed background design

a background design that represents paper designs that you can purchase. These backgrounds serve as useful guides for placing your text and graphics. These designs will not print on your printer.

Printable area

the area the printer can place information on a page. There is a region around the edge of the page where the printer cannot print. This area varies depending on your printer.

Printable background

a background design that prints when you print your business card. (Not to be confused with the pre-printed backgrounds that represent card stock that you buy with the design already on it.)

Printer alignment

a tool to adjust for placement problems when you print. Small changes can be made so that the printed business card lines up with the card stock you are using.

Printer driver

the software that allows MyBusinessCards to communicate with your printer. Install printer driver software via the Windows Control Panel.

Professional layout

a business card template with a predesigned layout to use as a starting point for your business card.

Text frame

an object you create to contain text within a box. Place these frames anywhere on your business card. The default text frame border will not print.

Vertical alignment

the alignment of text within a frame from top to bottom. You can select to align the text with the top or bottom of the frame, center it within the frame or spread it evenly from top to bottom (justify).

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Technical Support

BEFORE YOU CALL TECHNICAL SUPPORT, look in the on-line help for answers you cannot find in this manual. The on-line help system has information, such as helpful hints and last minute information.

If you can't find the answer to your questions in either the on-line help or the manual, you have the following support options:

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